

FACILITIES AND GROUNDS MANAGER FOR WAPITI

BASIC FUNCTION

The Facilities and Ground Manager is an exempt staff position which has as its major responsibility the care, maintenance and management of the Wapiti property as part of the ministry of the Episcopal Diocese of Pennsylvania. This position also coordinates with other Diocesan Staff as needed, and functions as a member of the team.

He or she must be self-motivated, well organized, with good people skills, and the capacity to use independent, sound judgment when the need arises. She or he must also be physically capable of performing maintenance work including the operation of machinery.

As Facilities and Ground Manager, the person who fills this role is the point of contact for all guests at Wapiti. The Facilities and Grounds Manager responsible for assessing and prioritizing any work that needs to be done at the property and ensuring that all issues are addressed, including on an emergency basis.

General Position Summary:

- Oversees and directs activities related to preventative and predictive maintenance.
- Ensures work is completed in most cost-effective, efficient manner.
- Determines major repair needs and oversees activities related to code upgrades, renovations or remodeling of units, as needed, and coordinates projects with appropriate staff; and provides direction to support staff related to projects.
- Monitors costs and expenditures.
- The Facilities Manager is a member of the management team and contributes to the organization's and short range and long range strategies and project goals.

Essential Functions/Major Responsibilities:

Guest Services:

- Coordinate with the Receptionist at the Offices of the Diocese regarding guest calendar, catering and needs.
- Coordinate with guests for arrival, orientation and departure.
- Ensure that all facilities are set-up and prepared to support guest events.
- Create a hospitable environment and experience for guests.

General Maintenance:

- Assesses and defines scope and direction of routine and major maintenance related activities.

- Develops and implements policies and procedures in support of routine and major repair activities to ensure work is completed within budget and in most cost effective, timely manner possible.
- Conducts building inspections regularly to determine required repairs.

Business Management:

- Contributes to preparation of annual budget.
- Monitors expenses to ensure they are within operating budget. Reviews and approves maintenance repair expenses in conformance with budget and approval of Diocesan Property Manager.
- Develops cost estimates and prepares short term and long term repair schedules
- Works cooperatively with Diocesan Property Manager to evaluate and recommend long term capital improvements and replacement costs.
- Maintains and monitors various service contracts; reviews and approves invoices for payment including outside service contracts.
- Serves as point of contact with tenants regarding farming, hunting and any other activities as they arise.

Project Management:

- Performs, manages and/or oversees all activities related to major repairs.
- Coordinates with outside contractors including soliciting bids, selecting contractors, initiating contracts and monitoring and directing work to ensure adherence to contract terms.
- Makes application for and obtains required permits including submitting appeals, requesting variances or revocable permits, when applicable.
- Performs worksite inspections to ensure work is completed with specifications, timelines, and adheres to applicable building codes.
- Schedules and coordinates project meetings involving organization staff, residents, commercial tenants and/or outside parties, when necessary.
- Prepares project progress and closeout reports.

Other:

- Act as an official representative of the Diocese dealing pleasantly and effectively with a wide range of tasks and people, often meeting several needs at once.
- Maintains all paperwork, files and other records including project files and database.
- Performs other related duties as assigned.

Job Scope:

- Determines many of own practices and procedures with organization policy constraints. Contributes to the development of new concepts.
- Performs duties independently with little direction provided.
- Contributes to long-range operational and strategic planning.
- Position involves a moderate to high degree of complexity in dealing with frequent and new and varied work situations.

- Work is reviewed on a general basis only. Errors may result in improperly or uncompleted repair, excessive expenses and affect building integrity.

Supervisory Responsibility:

- Position is supervisory when overseeing contractors.
- Contractors supervised are skilled and semi-skilled craft persons.

Specific Job Skills:

- Working knowledge of carpentry, basic electric, basic plumbing, HVAC, masonry and ability to operate power tools and heavy machinery such as tractors.
- Strong working knowledge of current renovation and construction practices and procedures, building codes and applicable laws and regulations.
- Ability to analyze, evaluate and act on issues and/or problems, reach sound conclusions and take appropriate action.
- Ability to lift 50 pounds, climb ladders and engage in physically demanding labor.
- Possess good verbal, written and interpersonal communication skills.
- Basic computer skills required.
- Valid driver's license
- Must live close enough to the property so as to be able to respond within 30 minutes of an emergency call

Education and/or Experience:

- Requires experience, training or certification equivalent to a General Contractor and a minimum of five years contractor or two years' construction manager experience.
- Supervisory experience preferred.

Salary and Benefits

- \$30,000 per year salary
- Paid vacation in accordance with the Personnel Manual.
- Mileage reimbursement at current IRS rates

Submit Resume and Cover Letter by September 15th to Mr. Jeremiah Mustered at jmusted@diopa.org or

The Episcopal Diocese of Pennsylvania
3717 Chestnut Street
Suite 300
Philadelphia, PA
19104