

**Pearlstone**  
Job Description

<b>Title:</b> Director of Sustainable Facilities	<b>Department(s):</b> Stewardship (P) and Facilities (H)
<b>Reports to:</b> Chief Operating Officer	<b>Supervises:</b> Maintenance Teams
<b>Date:</b> December 10, 2021	<b>Status:</b> Full-time/Exempt/Benefits

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**Summary:**

The Director of Sustainable Facilities will lead Pearlstone and Hazon's operational facilities maintenance and capital construction projects. The two primary locations for this work are Pearlstone Center (180-acre Jewish retreat center in Reisterstown, MD) and Isabella Freedman (900-acre Jewish retreat center in Falls Village, CT). The position is based at Pearlstone Center. Each retreat center has a full-time maintenance staff. Pearlstone Center has multiple ongoing and forthcoming capital construction projects. Isabella Freedman is developing a campus master plan that will include major capital construction projects. Pearlstone and Hazon's mission includes a deep responsibility to retrofit, construct, and maintain facilities more sustainably.

**Qualifications:**

- Passion for Pearlstone and Hazon's mission – including experience and commitment to greening new and existing facilities
- Excellent people skills to collaborate with teams, colleagues, contractors, regulators, and stakeholders
- Highly effective project planning and project management capacities
- Skillfulness developing and achieving operational and capital budgets
- Ability to recruit, supervise, train, develop and manage staff
- Understanding of facilities maintenance principals, standards, and practices
- Experience with capital construction processes (visioning, design, permitting, construction, occupancy)
- Constructive problem-solving attitude
- Ability to adapt to changing priorities

**Task Dimensions:**

- Be a representative of Pearlstone and Hazon's mission, vision, and values.
- Be an engaged leader within the Pearlstone and Hazon staff communities.
- Provide leadership and continuity for Pearlstone and Hazon's maintenance teams.
- Act as Pearlstone and Hazon point-of-contact for facilities to organizational leadership, internal partners, and external partners. This includes, Pearlstone and Hazon executives, directors, managers, staff, board of directors, The Associated, guests, vendors, funders and the general public.
- Enliven Pearlstone functions and processes. Co-create, implement, and improve organizational and programmatic priorities in targeted, ongoing, and evolving ways.

- Attend and participate in weekly team meetings, supervisor meetings, leadership meetings, and monthly Pearlstone-Hazon all-staff meetings.
- Supervise employees and contractors. Organize the work, delegate tasks, provide training and feedback. Model professionalism in work habits, communication, and interactions.
- Act as a lead collaborator for all planning and administrative functions related to maintenance and capital construction projects – visioning, design, communication, project management, budgeting, recordkeeping, and evaluating.
- Prepare annual facilities maintenance operating budgets and monthly variance reports.
- Cultivate and maintain strong relationships with experts, mentors, and service providers.
- Identify, procure, assess, and maintain equipment, supplies, and infrastructure.

**In-Person and Remote Work:**

This position will be based at Pearlstone Center in Reisterstown, MD. Routine and project-specific travel will be necessary to Isabella Freedman in Falls Village, CT. This position will require the ability to work remotely if needed. However, working in-person onsite will be the typical requirement.

**Continuing Education:**

This position requires an annual professional development plan be developed by the employee and approved by their supervisor. Typical professional development for this position includes training or certifications in project management, sustainability, facilities management, team management, financial management, and other disciplines that support excellent maintenance and capital construction projects.

**Employee Standards:**

1. Be a team player!
2. Sustain a positive, enthusiastic and professional attitude at all times.
3. Accommodate all guest requests with a smile and “let me see what I can do” attitude.
4. Adhere to supervisor’s directives.
5. Maintain a professional appearance and demeanor.
6. Arrive prior to the scheduled starting time, properly dressed and prepared to work.
7. Perform all duties in a timely, accurate, honest, and professional manner.

**Mental, Physical and Visual Skills:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to follow written, verbal, or diagrammatic instructions with several concrete variables. Able to add, subtract, multiply and divide whole numbers, and do calculations involving fractions, decimals and percentages. Ability to understand and follow verbal or demonstrated instructions; write identifying information; request supplies verbally or in writing. Must be able to use a mobile phone and computer. Must be fluent in the use of email, word processing and spreadsheet computer programs.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to do heavy work lifting or exerting up to 50 pounds of force; climb or balance; stoop, kneel, crouch, or crawl; and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Working Conditions:**

Works indoors in office, commercial, home, and travel settings. Works outdoors around facilities, large campuses, and construction environments. Potential exposure to noise, dust, pollen, exhaust, chemicals, water, heat, plant compounds, insects, vehicles, and equipment.

**Compensation:**

- \$75,000 /year
- Associated benefits package
- Professional Development opportunities throughout the year, as approved by supervisor

**Evaluation:**

Ninety days from date of employment date. Thereafter, annually. This job description does not state or imply that the above are the only duties and responsibilities assigned to the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.