



Facilities Manager, Isabella Freedman Jewish Retreat Center

Hazon is the national umbrella organization leading the Jewish environmental movement, and the largest faith-based environmental organization in the U.S, leading the Jewish response to the climate crisis and working in coalition with other faith and cultural groups as well. Now, Hazon is merging with the strongest Jewish retreat center and JOFEE site in North America, the Pearlstone Campus just outside of Baltimore, creating a stronger organization than ever before to lead the Jewish, Outdoor, Food, Farming and Environmental Education (JOFEE) world and the Jewish environmental movement as a whole.

This full-time position will be responsible for the overall facilities of the Isabella Freedman Jewish Retreat Center and will report to the Director of Sustainable Facilities. This role involves a flexible schedule including nights, holidays, and weekends. Local or on-site residence is highly preferred.

Responsibilities include:

- Direct and supervise Maintenance Technicians in accordance with policies and procedures, oversee field staff performance, workflow and completion of assignments.
- Schedule long/short term, small and large projects and generate task lists. Lead and direct employees to follow standard practices in execution of scheduled work.
- Maintain grounds, buildings and vehicles in accordance with governing bodies and codes.
- Work in all areas of the property, both inside and outside, including in inclement weather.
- Respond to staff and guest requests and questions to ensure quality service across the campus.
- Maintain and carry out current safety and security standards.
- Maintain relationships with outside vendors, subcontractors, and local governing agencies. Hire and supervise outside contractors.
- Be responsible for a credit card, collecting receipts, and submitting reports in a timely and accurate manner.
- This position requires field time with some office time; coordinate with the Director on scheduling through deputy, coordinate with the hospitality team.
- Develop property operations budgets, forecasts and utility accruals. Provide input on priorities for capital improvements and budget.
- Respond to any reasonable task as assigned by the Manager on Duty (MOD).
- Participate in all managerial meetings and functions, including All-Staff and Facilities Staff meetings, in-service training and education sessions as assigned.

Qualifications:

- High school diploma or equivalent
- Construction experience required; vocational or technical training preferred
- Experience in sustainable, high-performance building preferred
- Minimum four years of experience in a similar position in the hospitality industry
- Minimum four years previous management experience
- Ability to use hand and power tools, snow-removal and landscaping equipment
- Must be able to work in typical construction site conditions, including heights, on ladders, roofs, and confined spaces
- Basic knowledge of HVAC, electrical, mechanical and plumbing
- Recognize and keep confidential information
- Computer use required, specifically database entry and management and familiarity with Microsoft Office Suite
- Demonstrated ability to lead a team, conduct meetings and communicate well and lead a team

The Successful Candidate:

The Isabella Freedman Jewish Retreat Center is in a beautiful location, with a small, dynamic team delivering meaningful experiences to visitors and guests; the Facilities team is key to operations on the campus. The successful candidate for the Facilities Manager role will demonstrate flexibility in a fast-paced environment, a willingness to collaborate, good communication skills and creative problem-solving. The ability to build a strong team and lead in the implementation of above-best practice construction strategies and methodologies is essential. An ability to juggle priorities and exercise judgment around health and safety are key to success in this position.

How to Apply

To apply, send a resume and cover letter to jobs@hazon.org with “Facilities Manager” in the subject line. Applications will be reviewed on a rolling basis starting June 1, 2022.

Salary range is \$45,000-\$55,000 commensurate with experience, including benefits package.

New employees are eligible for a signing bonus of \$1,000. At the time of hire, the new employee will receive \$250. After 45 days, provided they have no active disciplinary issues, the new employee will receive the remaining \$750.

Hazon is strongly committed to equal employment opportunities for all individuals. Hazon will make all employment decisions for staff and applicants without unlawful discrimination as to race, creed, color, national origin, gender identity and expression, age, disability, marital status, sexual orientation, alienage, citizenship or any other basis protected by law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring,

compensation, training and development, benefits, promotion, demotion transfer, discipline or termination. All Hazon staff, regardless of position, are expected to maintain and live up to the true meaning of nondiscrimination.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the criteria. Hazon encourages you to break that statistic and apply.