

University Friends Meeting  
4001 Ninth Avenue NE, Seattle, Washington 98105

### **JOB DESCRIPTION: Facilities Manager**

The primary goal of this position is to support the University Friends Meeting (UFM) community in fulfilling its obligation to be a good steward of the property it owns. It is also to support the work of the Facilities, Friends Center, and QuEST Committees.

#### **Basic Description**

The Facilities Manager (FM) is responsible for the maintenance, cleaning and operations of the UFM main building, Quaker House, and the grounds surrounding these two buildings. The FM will perform their tasks in a manner that is consistent with Quaker values and practices. The FM lives in apartment in the basement of Quaker House. This living arrangement is a requirement of the job. A couple could share this position.

#### **Duties include**

- Acting as the building manager for the meeting house and Quaker House, responding to issues that come up in a timely fashion.
- Keeping the meeting house clean, making sure that it is presentable for worship on Sunday.
- Performing necessary yard work (mowing, raking, weeding, snow-shoveling, etc.), with the help of the Meeting House Resident and volunteers.
- Managing the travelers' rooms in Quaker House, including cleaning and preparing the rooms, and outreach to prospective visitors.
- Completing minor repair work, and arranging for and supervising contractors to attend to complete larger projects on both buildings and our properties as directed by the Facilities Committee.
- Collaborating with the Office Manager to ensure that someone is present to attend to facilities issues during the work day, and with the Meeting House Resident(s) to ensure that someone is present on the UFM property every night.
- Liaising with law enforcement and community groups regarding neighborhood security.
- Working with the Facilities Committee and other UFM committees to develop and implement a disaster preparedness plan.
- Supporting the transition process for new tenants, which may involve extra work to address their specific needs as noted in their rental agreements.
- Attending the Facilities Committee meetings.

#### **Qualifications**

- Basic building and yard maintenance skills and ability, including competence with basic construction tools and processes.
- Skilled at working with individuals of diverse ages and backgrounds, including the clientele of our tenants.
- Experience hiring and managing contractors. Able to oversee their work, and to evaluate their workmanship.
- Outstanding reliability, accountability, and trustworthiness. Criminal background check required.
- Time-management and organizational abilities to manage multiple complex and overlapping tasks with minimal supervision.
- Good oral and written English communication skills.
- Basic bookkeeping (recording expenses, income, and reimbursements) and computer skills.

### **Preferred Qualifications**

- Familiarity with the Religious Society of Friends.
- Familiarity with the city of Seattle and environs.
- Experienced with managing volunteers.

### **Compensation**

- The FM is not an hourly position; s/he will be responsible for setting his/her own work schedule, in a manner that is consistent with the responsibilities and duties listed above. However, the salary will be based on an hourly wage for 40 hours per week. The hourly wage will be recommended by Personnel Committee to the Finance Committee as part of the budget development process.
- Private, on-site apartment residence, including all utilities and one off-street parking space. Residing in this apartment is a requirement of the job.
- All employee benefits offered by UFM, according to eligibility, and as determined by Personnel Committee. These include 10 paid holidays, an additional two days that can be used to attend Yearly Meeting, and 80 hours of vacation and 92 hours of sick time accruing annually.

### **Supervision**

A member of Facilities Committee will supervise the FM for all of her/his tasks and responsibilities. Personnel Committee, working with the Clerk, may approve an alternate supervision arrangement if needed. The supervisor will maintain regular communications with the clerk of QuEST Committee, or their designee, in order to effectively supervise the aspects of the FM's tasks related to the QuEST program. Performance reviews will be conducted in a manner consistent with the Personnel Policy and Procedures Guidelines.

### **Hiring process**

The process will be conducted by representatives of the Personnel, Facilities and QuEST committees. All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, protected veteran status, or disability status. We would be willing to consider a couple who wished to job-share this position.

Interested candidates, or potential candidates with questions, should contact

University Friends Meeting  
Attn: Facilities Manger position  
4001 9<sup>th</sup> Avenue NE  
Seattle, WA 98105  
206-547-6449  
[UFMeeting@gmail.com](mailto:UFMeeting@gmail.com)

Applicants will be requested to supply a letter of introduction and their resume. References will eventually be required.