



Job Title: Facilities Manager

Reports to: Senior Director of Operations

Status: Full-Time

Location: Bucks County, PA (on-site)

Salary Range: \$60,000 - \$65,000

Organization Overview

Founded in 1958 in Doylestown, PA, Heritage Conservancy is a 501(c)3 non-profit and nationally accredited Land Trust focused on preserving the natural and cultural landscapes that make our region special. Heritage Conservancy is a leader in preserving open spaces, farmlands, wildlife habitats, historic sites, and important watershed areas throughout Bucks County and surrounding areas. We are a vital force at the intersection of conservation and community, focused on thoughtful stewardship, innovative land protection, and inspiring public engagement to ensure a lasting legacy for future generations. The future of conservation and preservation is here, and we are eager to work alongside those who want to make a positive impact and ensure the beauty and integrity of our cherished landscapes and historic places.

Job Description

The **Facilities Manager** is responsible for maintaining the physical condition, safety, and operational efficiency of our buildings and grounds. This role ensures a high-quality environment for all occupants and visitors by expertly managing maintenance, repairs, renovations, and comprehensive property upkeep, including extensive groundskeeping. The Facilities Manager will oversee staff, external vendors, and contractors, ensuring compliance with safety regulations and effective budget management.

Key Responsibilities

- **Property Oversight:** Overseeing general property management functions across multiple locations throughout Buck County, PA. Spaces include offices, rental properties, barns and other specialized facilities.
- **Maintenance and Repairs:** Performing routine maintenance, scheduling and overseeing major repairs, and managing significant renovation projects to ensure the longevity and functionality of all structures.
- **Groundskeeping and Gardening:** Overseeing the comprehensive care and aesthetic appeal of the property's exterior, including landscaping, gardening, lawn maintenance, tree care, and irrigation systems. This involves both direct oversight of staff and management of external contractors.
- **Building Systems Management:** Expertly managing and maintaining all building systems, including HVAC, electrical, plumbing, and other essential infrastructure.
- **Staff Management:** Direct supervision and leadership of facilities staff, including technicians, caretakers, and groundskeeping personnel.
- **Vendor and Contractor Management:** Engaging, negotiating with, and managing external

contractors for specialized services, ensuring quality, cost-effectiveness, and timely completion of work.

- **Office Operations:** Provide general oversight of office operations at Aldie Mansion.
- **Communication:** Serving as a primary point of contact for and effectively communicating with tenants, staff, visitors, and vendors regarding HC properties.
- **Safety and Health:** Ensuring strict compliance with all local, state, and federal safety regulations and implementing robust safety procedures across the property.
- **Emergency Response:** Developing and implementing emergency response plans, and coordinating effectively with relevant authorities and internal teams during incidents.
- **Budget Management:** Operating facilities within budget constraints.
- **Project Management:** Leading and executing various on-site projects from conception to completion, ensuring they are delivered on time and within budget.
- **Customer Service:** Providing high-quality service to all occupants and stakeholders, promptly addressing their concerns and ensuring a positive experience.

Minimum Qualifications:

- High School diploma
- 3-5 years of experience in facilities or property management preferred
- Groundskeeping, gardening or other horticultural experience a plus
- Excellent oral and written communication skills
- Basic computer literacy and ability to use standard office softwares
- Ability to work independently as well as in a team environment
- Problem solving skills and a 'can-do' attitude
- Must have access to an insured vehicle, and possess a valid driver's license to travel to various locations in and near Bucks County, PA
- Occasionally required to lift and/or move up to 25 pounds
- Willingness to work outdoors in varying conditions including rough terrain and varying weather conditions
- Occasional evening and weekend hours required
- Successful candidate will be required to pass Pennsylvania child abuse clearances

Culture and Benefits:

Heritage Conservancy is committed to the overall well-being of its employees offering a variety of benefits including:

- Flexible scheduling options in accordance with job requirements
- Comprehensive retirement package including company match
- Competitive health benefits including medical, dental, and vision
- Generous Paid Time Off including vacation, paid holidays, and and personal time
- A fun and collaborative work environment and so much more!

To apply: E-mail a resume and cover letter to **facilities@heritageconservancy.org**