



ANNOUNCEMENT OF OPEN POSITION

Title of the position:	Facilities and Infrastructure Manager
Location:	Delaware & Lehigh National Heritage Corridor Headquarters & National Canal Museum 2750 Hugh Moore Park Rd, Easton, PA 18042 (expect a mix of telework and on-site during 2021, and a full return to on-site work when circumstances allow)
Reports to:	Deputy Director
Type/Term of employment:	Full-time, exempt, 35-40 hour work week
Compensation:	\$40,000 - \$46,000 annual salary plus benefits
Expected Start Date:	June 2021

HOW TO APPLY: Application deadline is 5:00pm on **Tuesday, April 27, 2021**. Applications should be submitted at delawareandlehigh.org/about/team/ under Employment Opportunities.

Delaware and Lehigh National Heritage Corridor helps residents of the Corridor connect with our area's rich industrial heritage and stunning natural environment. Our work empowers residents of Bucks, Northampton, Lehigh, Carbon and Luzerne counties not just to *live* in their communities, but to invest in them and become stewards of their natural and historical resources. Through education, conservation, historical preservation, and economic development, we enrich our community now and preserve our environment and history for future generations of residents and visitors.

The Facilities and Infrastructure Manager will support the mission of Delaware & Lehigh National Heritage Corridor by maintaining critical facilities, vehicles, and equipment, as well as supporting the D&L staff's technology and data collection needs. He/She/They will evaluate needs, troubleshoot problems, coordinate schedules and budgets, estimate costs, and implement solutions using a network of volunteers, independent contractors and internal staff.

The Facilities and Infrastructure Manager reports to the D&L Deputy Director with guidance from the Museum & Education Director, who provide broad direction and assistance in prioritizing and policy related issues. He/She/They does not supervise any permanent reports, but will oversee construction crews, contractors, and volunteers on a project basis.

Core Responsibilities:

Oversees the maintenance of the buildings, vehicles and grounds and the upkeep of equipment and supplies through internal capacity and managing contractors.

- Ensures facilities (National Canal Museum, D&L Offices, and additional storage and outbuildings), vehicles (Josiah White II canal boat, rental bikes and boats, and additional vehicles, trailers and equipment), and the surrounding grounds are well-maintained and in good working order.

- Coordinates the purchase and maintenance of technology and infrastructure systems (including computers, phones, software systems, HVAC, security systems, trail counter devices and more), and evaluates the costs and benefits of related contracts.
- Determines and performs basic facilities projects, such as repairs, simple renovation projects, waste reduction improvements, safety inspections and preventative maintenance.
- Plans and budgets for major facilities projects, such as large renovations, specialized installations or facilities modifications; coordinates and oversees volunteers and contractors when the scope of a project requires additional hours or specialized skills.
- Develops, presents and administers the related annual budget, and serves as staff liaison to D&L Facilities Committee.
- Manages data-capture devices and systems. Processes and reports said data to the D&L team.
- Manages cleaning schedules and preventative maintenance programs for facilities, vehicles, office equipment, etc.
- Responsible for the receiving function, IT and telecommunication functions.
- Provide facilities-related support for events and volunteer programs.
- Primary responder for facilities-related closings, security and emergency response; when unavailable due illness, vacation or scheduling conflicts, a delegate will be assigned said responsibility.

Requirements:

- 2-4 years facility management experience, including outdoor facilities and grounds
- Ability to safely lift 50lbs and perform regular strenuous physical activity, including walking, bending, lifting and climbing
- Ability to perform basic repairs including but not limited to the following: minor carpentry and drywall repairs, replacement of light bulbs and non-critical electrical components. Ability to perform basic plumbing repairs is helpful but not required.
- Basic IT troubleshooting skills
- English language proficiency in both spoken and written form
- Good organizational and basic leadership skills
- Ability to adapt to changing circumstances, deliver results, and problem solve beyond temporary solutions
- Schedule flexibility to work occasionally on weekends and evenings to attend partner meetings and support D&L and National Canal Museum activities and events
- Schedule flexibility to respond to emergencies when necessary
- Valid US Driver's License

Preferred Qualifications:

- Experience aggregating, processing, analyzing and creating meaningful visualizations for raw data sets
- 2-4 years' experience leading teams of volunteers or contractors

Physical Demands: This position requires regular, strenuous physical activity. Work may include regularly lifting up to 50 pounds, walking, bending, kneeling and climbing, all of which may need to be performed for long periods of time, as required.

Scheduling Requirements: This is a full-time position during standard days and hours of work. However, the position requires some weekend hours, occasional overnight on-call duty, and the ability to work during nonstandard hours when the need arises.

Work Environment: Work is performed in a variety of places including an office, workshop, and outdoor environment, at times in high heat/humidity, cold, and precipitation. Field work, some travel and exposure to dust, odors, oil, fumes and noise is to be expected.

All employees are subject to an annual performance review. All employees are expected to attend staff meetings and the annual full-day staff retreat. All employees are required to act respectfully toward individual co-workers and toward the D&L's overall organizational structure.

Benefits: Full-time employment benefits include paid holidays, paid vacations, paid sick leave, Social Security, Unemployment Compensation Insurance, Workers' Compensation Insurance, funeral (bereavement) leave and various leaves of absence, health insurance, and 403(b) retirement plan.

Background: The Delaware & Lehigh National Heritage Corridor (D&L) preserves the historic pathway that carried anthracite coal and iron from Wilkes-Barre to Bristol, PA. Today, the D&L Trail connects people to nature, culture, communities, recreation and our industrial heritage. The organization was established by Congress in 1988 to celebrate our nationally significant story centered on the transport of anthracite coal from the mines of Luzerne and Carbon County to the markets in the Lehigh Valley and Philadelphia (via Bucks County). The D&L Trail is a multi-use trail spanning 165 miles from the mountains of northeast Pennsylvania, along rivers and through the Lehigh Valley and Bucks County. We are an organization with the ability to connect people to unique experiences in nature and the environment, community and economic impact, health and recreation, history, preservation, and education. Along with the National Canal Museum (an AAM accredited Smithsonian Affiliate), we make our home in Hugh Moore Park in Easton PA.

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The Delaware & Lehigh National Heritage Corridor, Inc. (D&L) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the D&L organization complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.