



## **JOB OPENING: FACILITIES MANAGER**

IMS is seeking an experienced manager with a strong maintenance and building background to oversee our physical plant, comprised of 25 buildings, grounds, furnishings and fleet of vehicles. The Facilities Manager's goal is to ensure a safe, clean, attractive and well functioning environment for residential retreats at both of IMS's facilities, the Retreat Center and the Forest Refuge. IMS is set among 242 secluded wooded acres in the quiet countryside of central Massachusetts. A position at IMS offers an abundance of dharma resources and support, within a friendly and caring environment.

### **Principal Responsibilities**

- Ensure a safe, clean, attractive and well functioning physical plant including guest and staff housing units.
- Monitor and maintain buildings, utility systems, grounds, vehicles, furnishings and equipment, ensuring safety and regulatory compliance.
- Determine priorities of departmental work and allocate resources effectively.
- Supervise Assistant Manager, three Facilities Workers, and three Housekeepers. Schedule work and time off; oversee and track progress of repairs, improvements and daily tasks. Facilitate regular departmental meetings. Oversee hiring, training and orientation of new departmental staff; as well as training and orientation of volunteers. Responsible for related work of volunteers and retreatants.
- Determine projects to be performed by independent contractors; hires contractors; monitors work to ensure quality and completion.
- Develop and oversee Facilities' budgets; manage relationships with contractors and vendors.
- Monitor weather conditions; activate appropriate procedures when needed to safeguard lives and property.
- Maintain productive work relationships; plan and collaborate with other departments as appropriate.
- Report regularly to the Executive Director.
- Support and protect retreat environment; uphold ethical principles.

### **Qualifications/Experience**

- 3+ years experience with carpentry and construction.
- 3+ years managing facilities, including experience with systems for heating, plumbing, sewage, refrigeration, fire suppression/alarm and /or electrical systems.
- 2+ years of experience in management and supervision.
- Experience in managing a maintenance budget.
- Strong organizational skills and experience in project management.
- Excellent problem solving skills (related to physical plant systems) and attention to detail.
- Experience leading teams; excellent communication and conflict resolution skills.
- Computer literacy with working knowledge of Microsoft Word and Excel.
- Valid driver's license and clean driving record.
- An established meditation practice or sincere interest in meditation and practicing mindfulness in daily life.

### **Conditions**

- On call 24/7 in case of facilities emergencies.
- Required to work irregular hours as needed on retreat opening days or at other times.
- Required to work weekend days on occasion as necessitated by retreat needs or facilities emergencies.

### **Physical Demands**

- Requires some heavy physical work, including snow removal as well as lifting, pushing, or pulling of objects weighing 50 pounds or more. Manual dexterity is necessary to use tools and equipment.

**Application deadline October 25, 2015**

**Position to start December 2015**

This is a full-time (40 hours per week) salaried position, offering health benefits, meal plan options, a generous amount of paid time off, and participation in IMS's Staff Sangha Program. Housing available.

Qualified applicants please send Staff Application (available at [www.dharma.org](http://www.dharma.org)) to: [IMSjobs@dharma.org](mailto:IMSjobs@dharma.org). Please include a cover letter and resume. IMS is an Equal Opportunity Employer

*IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the Theravada Buddhist teachings of ethics, concentration and wisdom. These practices help develop awareness and compassion in ourselves, giving rise to greater peace and happiness in the world.*