

Karmê Chöling Job Description: HEAD OF FACILITIES

Position Title	Head of Facilities
Department	Facilities
Reports to	Director of Operations
Supervises	This position oversees facilities department staff, RSVPs, and Summer volunteers.
General Summary of Function	The Head of Facilities (a) is responsible for caring for, leveraging and growing resources in a fiscally responsible way and (b) supervises the maintenance and operations of Karme Choling buildings, vehicles and grounds, including a campground with 60 tent sites. Central aspects of job are communicating with Karme Choling leadership and staff, project management, team leadership and mentoring, and supporting set up and take down for programming.
Key Tasks and Responsibilities	<ol style="list-style-type: none"> 1. Leadership and training of the Facilities team 2. Coordinates with the Director of Operations around short and long term projects. Also, will coordinate with Director of Operations and other Department Heads the labor needs of their respective departments. 3. Provides resources for program-related needs 4. Oversight of maintenance and repair of 12 structures and related internal systems (heating, water, electric, septic, fire suppression, waste removal) 5. Maintain maintenance schedule for KCL vehicle fleet 6. Maintaining the grounds - outdoor areas, roads and trails in collaboration with the Master Gardener, Projects Manager, Retreat Master and Land Use Committee 7. Maintain regulatory compliance of on-road vehicles, potable water system, and fire safety systems 8. Develop and maintain relationships with contractors and vendors 9. Maintain and continue departmental documentation and record-keeping 10. Lead small renovation and building projects 11. Attend Department Head Meetings, participates in facilities-related committees, and community meetings 12. Relate to equipment repairs across departments as needed 13. Oversee implementing tent set-up, and take-down in conjunction with Director of Operation’s planning and strategy. 14. Perform other duties as related and assigned
Knowledge, Skills and Abilities	<ol style="list-style-type: none"> 1. Hands-on skills in building/groundskeeping/vehicle maintenance 2. Knowledge of commonly used computer systems and programs 3. Knowledge of scheduling, crew management, and purchasing for concurrently running projects 4. Detail oriented and organized 5. Time management skills and ability to juggle quickly shifting priorities 6. Works well under stress, with an emphasis on community well-being and care 7. Strong communication skills 8. Able to set interpersonal boundaries

**Experience/ Education/
Certification
Requirement**

1. Minimum of 2 years in a similar position or in project management
2. Experience with construction management, heavy equipment, regulatory systems for building management
3. Broad experience in diverse aspects of facilities operations and management
4. Experience as trades-person is highly desired
5. Experience in project management- prioritizing, scheduling and budgeting for multiple concurrent projects
6. Experience leading and mentoring a team and willingness to provide pithy, timely updates to senior leadership
7. Responsive to direction and guidance from senior leadership
8. Shambhala practitioner