

Facilities Manager

Overview:

If you like working with your hands, being outside, and working in a kind and relaxed community atmosphere, the Facilities Manager position at Karme Choling will be the perfect fit. If you've fixed up an old house or are generally handy, you may have the skills we are looking for! The position will be responsible for the maintenance of all facilities at KCL, including maintaining and repairing mechanical, electrical, plumbing, heating systems and grounds by fixing it yourself or finding a contractor who can do the work required. This position also supports other departments as needed. The position plans, budgets, and schedules all facility work using KCL staff and local contractors as needed.

Position responsibilities:

KCL seeks to provide a safe, professional and sane work and living environment. As such, this position helps assure that all work in this department is done safely and that all work situations are approached with respect, kindness and gentleness.

- Oversee various department schedules: vehicle maintenance, shop cleaning, tool maintenance, equipment preventative maintenance, winterization grounds maintenance, etc.
- Work within the confines of a tightly managed budget.
- Coordinate with the Finance Director related purchasing.
- Manage small projects.
- Perform maintenance of building systems, including problem identification and troubleshooting.
- Operate power and hand tools.
- Schedule and perform duties in carpentry, electrical, painting, plumbing, heating/cooling, ventilation, and security.
- General operational support: cleaning and maintaining common areas and work areas daily. This includes event support, including set-up and breakdown of events and meetings.
- Other duties as needed

Physical demands:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Duties are performed year-round, with a significant portion out of doors, with some office work (periodic exposure to computer screen and extensive typing on computer may be required). Some highway driving. Considerable standing, walking, and hiking for several miles and some lifting up to fifty (50) pounds as well as regular crouching, bending, kneeling, are required.

Required Training / Skill sets:

- Demonstrated experience in facilities management.
- Familiarity with residential building systems.
- Demonstrated excellent communication skills (verbal and electronic)
- Demonstrated understanding of management, budget management, critical thinking, and general professionalism in the workplace.
- Experience using and maintaining tools, machines, drills, cutting equipment, power equipment, paints, solvents, and other maintenance equipment and materials while adhering to all safety protocols. Ability read, interpret, and share/communicate documents such as safety rules, operating parameters, general maintenance expectations, and procedural manuals.
- Knowledge of basic computer systems including Word, Excel, Google documents / sheets a plus
- Ability to establish and maintain working relationships with staff, volunteers, and the general community.
- Possess and maintain a valid Driver License
- Demonstrated ability to work independently

Preferred qualifications:

5+ years of experience in facilities / construction or related work.

Experience supervising teams of staff and volunteer management.

Past experience with retreat center is a plus.

This is a part-time 26hr a week position. Compensation based on experience and if the position is residential (housing/food included) or off-site. Positions can include room and board at KCL, program benefits, and generous time-off policy. Schedule is flexible.