

# Karmê Chöling Job Description

<b>Position Title</b>	Head of Facilities
<b>Department</b>	Facilities
<b>Reports to</b>	Director of Operations
<b>Supervises</b>	This position oversees facilities department staff and summer volunteers.
<b>General Summary of Function</b>	The Head of Facilities supervises the maintenance and operations of Karmê Chöling buildings, vehicles and grounds, including a campground with 60 tent sites. A central aspect of this job is project management, team leadership and problem solving skills.
<b>Key Tasks and Responsibilities</b>	<ol style="list-style-type: none"><li>1. Leadership and training of the Facilities team</li><li>2. Coordinates with the Director of Operations around short and long term projects. Also, will coordinate with (DoO) the labor needs of their respective departments</li><li>3. Maintenance and repair of 12 structures and related internal systems (heating, water, electric, etc)</li><li>4. Management and maintenance of KCL's fleet of vehicles</li><li>5. Maintaining the grounds - outdoor areas, roads and trails in collaboration with the Master Gardener, Director of Operations, and Retreat Master</li><li>6. Maintain regulatory compliance of on-road vehicles, potable water system, and fire safety systems</li><li>7. Maintain and continue departmental documentation and record-keeping</li><li>8. Small renovation and building projects</li><li>9. Attends staff, program planning, and community meetings</li><li>10. Other duties as related and assigned</li></ol>

<b>Knowledge, Skills and Abilities</b>	<ol style="list-style-type: none"><li>1. Hands-on skills in building/groundskeeping/vehicle maintenance</li><li>2. Knowledge of commonly used computer systems and programs</li><li>3. Detail oriented and organized</li><li>4. Time management skills</li><li>5. Good communication skills</li></ol>
<b>Experience/ Education/ Certification Requirement</b>	<ol style="list-style-type: none"><li>1. Minimum of 2 years in a similar position</li><li>2. Broad experience in diverse aspects of facilities operations and management</li><li>3. Experience as trades-person is highly desired</li><li>4. Experience in project management- prioritizing, scheduling and budgeting for multiple concurrent projects preferred</li><li>5. Meditation practitioner is a plus</li></ol>