



**Job Title:** Maintenance Manager

**Location:** Land of Medicine Buddha, Soquel, CA

**About Us:**

Land of Medicine Buddha is an environmentally conscious meditation and retreat center. Our campus is located on 108 acres of coastal foothills, tucked away in the redwoods. We offer Buddhist programming as well as outside retreats that focus on practices that heal the heart and body. We are seeking a dedicated Maintenance Manager to join our team and ensure the ongoing maintenance and upkeep of our sacred grounds and facilities.

**Job Summary:**

As the Maintenance Manager at LMB, you will play a crucial role in maintaining the physical infrastructure, grounds, and overall functionality of our retreat center. Your primary responsibility will be to oversee all aspects of maintenance, including buildings, grounds, utilities, and equipment. You will lead a small team of maintenance staff and also liaise with other team members (housekeeping, facility rentals, spiritual program, center manager, director), utilizing excellent communication and teamwork skills, to ensure the smooth operation of our facilities.

**Salary and Benefits**

Ideally this position would live on-site at LMB. In this scenario, salary and benefits would be as follows:

- \$20-35 / hour, depending on experience
- Housing provided with a private room and shower. No charge for utilities or internet.
- Free access to the kitchen and a pantry that is stocked with basic foods. When retreats are running, hot meals (breakfast, lunch, and dinner) are provided. When retreats are not running, hot lunch is provided five days a week.
- Vacation time and sick time accrued

**Additional Benefits**

- Free access to laundry facilities and products.
- Free access to classes and meditations that are hosted by Land of Medicine Buddha outside of work hours.
- Free access to pool and sauna.
- You will enjoy a 30% discount on all non-sale items in our Book and Gift store.

## **Key Responsibilities:**

**Maintenance Leadership:** Lead, motivate, and supervise a small team of maintenance staff (1-2 people), providing guidance, training, and support to ensure a high level of teamwork and productivity.

**Facility Maintenance:** Oversee the maintenance and repair of buildings, ensuring they are safe, well-maintained, and aesthetically pleasing. This includes carpentry, plumbing, electrical, and heating systems.

**Grounds Maintenance:** Maintain the function and beauty of our outdoor spaces, including gardens, walking paths, and meditation areas. Oversee landscaping, irrigation, groundskeeping, and fire prevention activities.

**Equipment and Utilities:** Manage and maintain all equipment, tools, and utility systems on-site, ensuring they are in good working order. This includes regular inspections and scheduling necessary repairs or upgrades.

**Budget Management:** Develop and manage the maintenance department budget, ensuring cost-effective operations and responsible resource allocation.

**Vendor and Contractor Coordination:** Collaborate with external vendors and contractors when needed for specialized maintenance or repair projects.

**Safety and Compliance:** Ensure compliance with safety regulations and maintain a safe working environment for all staff and visitors.

**Inventory and Supplies:** Manage inventory of maintenance supplies and equipment, ordering replacements as needed.

**Reporting:** Maintain accurate records of maintenance activities, expenses, and schedules. Provide regular reports to senior management.

## **Qualifications:**

- Proven experience in maintenance management or a related field, with a minimum of 5 years of relevant experience.
- Strong leadership and team-building skills with a commitment to fostering a collaborative work environment.
- Excellent communication skills, both written and verbal, with the ability to interact effectively with staff, vendors, and visitors.
- Proficiency in basic carpentry, plumbing, electrical, and HVAC systems. Expertise in one of these areas is preferred.
- Knowledge of landscaping and groundskeeping practices.
- Budget management experience preferred.

- Strong problem-solving abilities and attention to detail.
- A commitment to the mission and values of Land of Medicine Buddha.

**How to Apply:**

If you are a dedicated and skilled Maintenance Manager with excellent communication and teamwork skills, we invite you to apply for this position at Land of Medicine Buddha. Please submit your resume and a cover letter detailing your relevant experience and your interest in our organization to Kai Johnson at [admin.manager@medicinebuddha.org](mailto:admin.manager@medicinebuddha.org) and Pam Cayton at [pam@tararedwoodschool.org](mailto:pam@tararedwoodschool.org).