

## JOB OPENING: FACILITIES LEAD – CARPENTER

IMS is seeking a motivated and energetic individual with a carpentry and handyman background to become a member of its Facilities Department. This team is responsible for ensuring a safe, efficient physical plant, pleasant grounds, and a clean, neat and aesthetically pleasing environment at both of our meditation centers.

### Responsibilities

- Assigned projects including framing, insulating, finish carpentry, hanging sheetrock, painting, and related tasks.
- Contribute to project planning with the Facilities Manager; help create supply lists and project timelines.
- Regularly works weekend days. On call to respond to emergencies, alarms and urgent priorities related to buildings and grounds.
- Respond to electrical, plumbing, fire alarm and weather-related emergencies by contacting appropriate officials.
- Oversee snow removal and management.
- Maintain equipment. Diagnose malfunctions and repair equipment.
- Provide direction to maintenance workers and volunteers in performing repairs and working on building projects.
- Support Facilities Department functions (maintenance and housekeeping) as needed.
- Meet IMS's expectations for service excellence.
- Support and protect silent retreat environment; uphold ethical principles.

### Qualifications/Experience

- 6+ years of maintenance, carpentry or construction experience including use of power and hand tools.
- A solid work ethic with strong organizational, time-management and problem-solving capabilities.
- Ability to work well independently and as part of a team; good interpersonal skills.
- A strong customer service background and orientation with a commitment to providing a high level of service.
- Flexible and comfortable with changing needs and priorities.
- Good verbal and written communication skills using the English language.
- Familiarity with Microsoft Word and Excel.
- Excellent attention to detail.
- Valid driver's license and clean driving record.
- An established meditation practice or a sincere interest in meditation and practicing mindfulness in daily life.

### Physical Demands

- Requires heavy physical work in sometimes adverse weather conditions. Includes snow removal as well as lifting, pushing, or pulling objects weighing 50 pounds or more.

This is a full-time position offering health benefits, retirement plan, meal plan options and generous paid time off, as well as an abundance of dharma resources and support, all within a friendly and caring environment.

Qualified applicants, send IMS Staff Application (available at [www.dharma.org](http://www.dharma.org)) to: [IMSjobs@dharma.org](mailto:IMSjobs@dharma.org). Please include a resume and cover letter detailing your interest in this position.

*IMS is a spiritual refuge for all who seek freedom of mind and heart. Set among 400 secluded wooded acres in the quiet countryside of central Massachusetts, we offer meditation retreats rooted in the Early 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.*

**IMS is an Equal Opportunity Employer**