



JOB OPENING: HEAD GROUNDSKEEPER

IMS is a spiritual refuge for all who seek freedom of mind and heart. 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 offers an exceptional work environment centered on kindness, positivity and respect.

The Head Groundskeeper is responsible for the maintenance and care of the grounds at IMS including the Retreat Center, Forest Refuge and staff and teacher housing. The Head Groundskeeper collaborates as a member of the Facilities team to ensure smooth operation of all aspects of the Facilities Department.

The Facilities Department is responsible for ensuring a safe, efficient physical plant, safe and pleasant grounds, and a clean, neat and aesthetically pleasing environment at both of our meditation centers.

Primary Responsibilities

- Maintain and improve gardens and lawns by planting, fertilizing, weeding, soil conditioning, mulching, and applying pesticides and herbicides.
- Maintain grounds by performing tasks such as lawn mowing, tree and hedge pruning and trimming, weed whacking, raking/blowing leaves, and removing debris.
- Operate and maintain garden and landscaping equipment.
- Plan and install gardens and other landscape improvements in collaboration with Operations Director and/or Facilities Manager. Select and purchase materials such as plants, mulch, and fertilizer.
- Participate in maintaining IMS vehicles.
- Use any chemicals in a safe manner, including use of PPE and maintaining Safety Data Sheets.
- Keep IMS grounds safe and appealing by monitoring for and removing unsightly or dangerous debris, invasive species, poison ivy and other materials.
- Responsible for snow removal including shoveling, operating a tractor, plow truck, snow blower and other equipment. Work flexible hours to keep campus safe during winter storms. During winter months frequently check campus for any unsafe passageways and take action to maintain safe conditions.
- Respond to reports of walking trail obstructions and safely removes obstructions. Report obstructions not safely removed by IMS staff to Facilities Manager.
- Schedule maintenance and repair of grounds keeping machinery with outside vendors. Plan with other vendors related to the grounds such as rodent control, tree health, landscaping, and other needs.
- Work with Facilities Workers to complete non-grounds keeping tasks at the direction of the Facilities Manager.
- Required to work varying shifts as scheduled, may include weekends and holidays. May be on-call at times during off hours. Occasionally required to work overtime in the event of facilities emergencies.
- Attend regularly scheduled departmental and staff meetings as required.
- Participate in maintaining a positive, professional work environment in the department and throughout the organization.
- Meet IMS's expectations for service excellence.
- Support and protect silent retreat environment; upholds ethical principles.
- Other duties as assigned.



Qualifications/Experience

- High school diploma or equivalent.
 - 2 or more years' experience as Head Groundskeeper, Landscaping Lead or similar role; proficient in use of common landscaping tools and machinery
 - Requires heavy physical work while outdoors in various weather conditions, for 8 hours per day. Includes snow removal and lifting, carrying, pushing, or pulling objects weighing up to 50 pounds.
 - Valid driver's license and clean driving record.
 - A strong customer service background with a commitment to providing a high level of service.
 - Familiarity with or sincere interest in meditation or mindfulness preferred.
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Qualified applicants: Please send a résumé and cover letter to IMSjobs@dharma.org.

This is a full-time, 40 hours per week position. The pay range for the Head Groundskeeper position is \$24.00-\$26.50 per hour. The base pay range above represents the low and high end of IMS's pay range for this position. Actual salaries will vary based on various factors such as experience, education, training, and performance.

In addition to salary, IMS offers employees a variety of benefits including an exceptional Blue Cross Blue Shield of MA health insurance plan, dental insurance, vision insurance, life insurance, Flexible Spending Accounts, a retirement savings plan with employer contribution, six weeks PTO, a year-end bonus, Paid Parental Leave and a variety of meditation benefits.

Consistent with the Americans with Disabilities Act (ADA) and Massachusetts law, it is the policy of IMS to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources at HR@dharma.org.

Insight Meditation Society is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.