MAINTENANCE STAFF POSITION - MAY 2020

About Tara Mandala

Tara Mandala is a vibrant international Buddhist Community with groups around the world. It was established in 1993 by Lama Tsultrim Allione and her late husband, David Petit, to foster the development of innate wisdom for the benefit of all beings. The hub of the Tara Mandala community is the 700-acre dharma center in Pagosa Springs, Colorado. Through the center and the Satellite Sanghas, Tara Mandala offers a complete path of meditation practice, study, and deep retreat in the tradition of Vajrayana Buddhism. Tara Mandala is dedicated to bringing people to realization through the Buddhist teachings. Tara Mandala is committed to fostering a welcoming atmosphere for all people to explore the teachings of the Buddha, and we are committed to cultivating a community that values diversity and inclusion.

“Tara Mandala was created to bring people together to support each other, practice, and do retreat in order to reach realization. The second purpose of Tara Mandala is to be a temenos for the emergence of the sacred feminine, through the lens of Vajrayana, leading to the balance of genuine partnership between the masculine and feminine in our world.” – Lama Tsultrim Allione

Tara Mandala seeks candidates who are familiar with and live by Buddhist principles, including the 5 precepts and the 10 virtuous actions. We strive to have an open heart, cultivate compassion and empathy for others whether co-workers, visitors or retreatants. We are here to serve the Dharma first and foremost.

Tara Mandala Leadership Values can be reviewed [here](#)

Job Summary

Includes:

- Ensure smooth workflow of repair tasks for residents and staff under the Facilities and Land Manager.
- Participate in new systems, innovations, and approaches to operations working directly with the Facilities and Land Manager, Operations Director and Executive Director.
- Keep land, buildings, roads, and gardens in good condition
- Provide snow plowing in winter months.

Overview of Duties and Areas of Oversight

- Competent carpentry skills, land and infrastructure system skills and maintenance experience.
- Maintain equipment, electrical, plumbing, water, and septic systems working.
- Proven ability to stay on schedule, take directions, and stay on task.
• Have a working understanding of building systems including; water systems (well, softening, and heating) and solar systems.
• Collect, prioritize, and distribute maintenance requests in a timely fashion and track completion with Facilities and Land Manager.
• Oversee minor repairs with local contractors.
• Maintenance of small water systems.
• Assist in keeping staff and retreat cabins in good working order and ensure that they are well stocked in the winter months, including wood stove maintenance, and safety and supplies are secured, e.g. wood, tarps, chopping blocks and equipment, snow shovels, rodent control, etc.
• Perform weekly facilities walk through using the “facilities walk through” checklist with Facilities and Land Manager, including checking systems in each building, including heat, electricity, and water (e.g. Temple, Prajna, and Community Building).
• Maintain files (both electronic and paper) as needed.
• Track all maintenance activities in Task Management software used by Facilities and Land Team.
• Participate in Emergency Procedures planning and execution, have a key lead role in the emergency responses team (Level 2) and carry emergency radio and monitor at night.
• Assist in setting up emergency equipment each spring, including fire hoses, fire trailer and pump.
• Participate in yearly fire drills, including how to use the fire trailer, hydrants and water hoses at resident cabins/yurts.
• Help lead community Spring and Fall clean up events, and garden clean up and plantings at three buildings.
• Providing emergency services, such as pulling cars out of ditches.
• Assist in winterization of land, buildings and ensure residents have wood, and other equipment needed for winter months.
• Deliver and stack wood and other fire supplies to cabins and staff housing in fall each year
• Provide snow plowing in winter.
• Oversee gardens and landscaping in warmer months, including plantings, irrigation drip system, etc.

**Required Education, Skills & Competencies**

• An undergraduate or associate degree from an accredited university is preferred.
• 3 years’ experience in a similar position.
• Maintenance Staff reports directly to the Land Manager or Operations Director, both of whom reports directly to the ED.
• Commitment and interest in Buddhism and the Dharma.
• Attend community councils held once a month (talking circles).
• Attend community meetings Tuesday mornings and other planning meetings as needed.
• Participate in community wide clean ups, projects, etc. as directed by OD or ED.
• Adhere and agree to our Code of Conduct and Tara Mandala Leadership Values

Personal Characteristics

• Strong ability to collaborate with multiple stakeholders, receive and give feedback well, communicate project needs, and work closely in a team environment.
• Be proactive and able work well with ambiguity to bring clarity and definition to projects under management.
• Be creative and resourceful in problem solving.
• Efficiency in completing projects and daily tasks.
• Strong time management and communication skills.
• Driven to be successful and contribute to a team obtaining a common goal.
• Unquestioned integrity and trustworthiness.
• Accommodating, cooperative, and able to take direction
• Willing to train new staff or residents as needed.
• Motivated to provide high quality of work.
• Good organizational skills
• Empathy and Compassion
• Independent, Problem solving
• Responsible, Honest and trustworthy
• Dependable and Flexible

Compensation, Benefits and Other Job Requirements

• This is a full-time residential position at Tara Mandala, Pagosa Springs, Colorado and includes room and board, and other benefits, including Paid Time Off.
• Attendance at one 5-day retreat per year
• Free access to 2 Tara Mandala online programs per year.
• On-site positions include room and board, based on housing availability
• Provide three quality references:

Please provide position, person’s role in position, relation to your work, name, email and phone; company or job.

For residential positions: Tara Mandala’s Residential Agreement, including Code of Conduct is available for review here.
Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time as needed by the organization.

Tara Mandala is an equal opportunity employer and seeks diversity with respect to race, religion, ethnicity, culture, gender, age, sexual orientation, and physical abilities.