



## **Maintenance and Grounds Coordinator - Residential Position**

### **Who We Are:**

We are a non-profit educational and spiritual retreat centre dedicated to teaching the core principles of yoga which embody peace, resilience, and belonging. Founded in 1981 by venerated master yogi Baba Hari Dass from India — the Centre is the west coast of Canada's longest running spiritual and wellness retreat centre. Many people experience transformation while being a part of the pristine Centre land nestled in the heart of Salt Spring Island. There are elders around the land who have wisdom to share and overall, we strive to have a peaceful work environment where you are supported to bring your best and whole self. The **Maintenance and Grounds Coordinator (MGC)** will be working alongside people who are committed to exploring community, spiritual practice, and selfless service.

### **Who We're Looking For:**

The ideal **Maintenance and Grounds Coordinator** is a friendly, mechanically-inclined, jack-of-all-trades person who loves to have diverse responsibilities. This is a working supervisory position; working with a team, the Coordinator is ultimately responsible for the Centre's buildings and grounds. The **MGC** can expect a busy and diverse workload, with lots of hands-on duties. Basic knowledge of most construction trades is handy. If this sounds interesting to you, please continue reading and visit our website- <https://www.saltspringcentre.com/>.

### **Key Responsibilities:**

This role is responsible for leading the maintenance of The Salt Spring Centre of Yoga's 69-acre property of 5 buildings, electrical, water, septic, fire and safety systems. The MGC will coordinate and participate in preventative maintenance routines for all buildings, systems, grounds and equipment. They are responsible for the maintenance of buildings of varying ages. The MGC will set-up and execute maintenance programs for equipment like mowers, chainsaws, trucks, golf carts, etc. They will monitor the groundwater, wastewater and electrical system.

### **Building Maintenance**

- Oversee maintenance and repair of all buildings: program house, garden house, small cabins, pond dome, sage house and farmhouse. This includes but is not limited to:
  - Small plumbing repairs
  - Heating/HVAC repairs
  - Roof maintenance and leak repairs (moss removal, repairs, etc)
  - Small construction and construction maintenance
- Inspecting program areas for safety hazards and set-up for season opening and closing
- Make sure all infrastructure is safe, well maintained and cared for
- Coordinate with other functional areas as needed (farm, kitchen, housekeeping) to ensure all areas are well-kept and maintained

### ***Grounds Maintenance***

- Line up staff and/or volunteers for weed wacking, trimming, grass cutting on the property
- Arrange for gardens and landscaping at entryways and common areas on property
- Ensure proper road maintenance and snow plowing when necessary
- Maintain pathways, trails, and gardens and ensure safe accessibility at all times
  - Fallen tree removal, maintenance of bridges, railings, etc.

### ***Overall Facility and Site Management***

- Support various maintenance and renovation projects as within your skill set and help manage scope of projects when using subcontractors
- Ensure site and facilities are well kept and safe for guests
- Prioritize projects and tasks that maintain and enhance the Centre guests experience
- Ensure proper stewardship, maintenance and life cycle planning for infrastructure, land and facilities: roads, property trails, drainage, traffic flow including signage and parking
- Manage preventative and as-needed maintenance of all existing property, vehicles, and facilities
- Hands-on work for all site-maintenance as needed
- Waste & Recycling systems: coordinates disposal of garbage weekly, and recycling on as-needed basis
- Maintain and ensure the physical safety of the Centre property to all legislative and applicable accreditation standards: Work Safe, Provincial Laws, etc.
- Plan season opening and closing tasks, using volunteer labour wherever possible

### ***Asset Management***

- Oversee and assist with proper care and maintenance of all on-site assets (washers, dryers, sanitizer, etc)

### ***Administrative Duties***

- Stay within the budgetary parameters for equipment, supply, and personnel expenses
- Keep track of budget, code and submit all expenses
- Document lifecycle, service and repair of maintenance equipment
- Manage and purchase supplies, with the goal of finding efficiencies where possible
- With support from the Administrative Manager, maintain records and inspections required by provincial and federal law, insurance requirements, and industry standards. This includes but is not limited to:
  - Records required by health department for potable water and operation of septic systems
  - Equipment records relating to fire and safety
  - Maintenance records for all equipment and infrastructure (hot water heaters, cabins, HVAC, etc
  - Inventory records for equipment

### ***Relationship Building and Personnel Supervision***

- Maintain positive working relationships with suppliers and subcontractors
- Recruit and manage groundskeeping personnel (staff and volunteers)
- Schedule, direct, and collaborate with the maintenance and grounds team (2-4 volunteers) creating an atmosphere of collaboration and respect
- Work closely with the Yoga Study and Service Immersion Coordinator to ensure a smooth and balanced working experience for these participants (volunteers)
- Liaise with Centre management and other area Coordinators to ensure the site is meeting requirements and expectations
- Assign maintenance tasks as required

- Help area coordinators to troubleshoot area needs and program conflicts in peak times

### ***Communication and Confidentiality***

- Work and communicate well with other staff and volunteers
- Maintain confidentiality by ensuring all files and information are secure, and by conducting all business in a profession, respectful manner

### ***General Centre Care and Stewardship***

- All staff may share responsibility for dishwashing and cleaning during high times.
- All staff participate in work parties that provide overall care for the Centre seasonally.
- All staff are expected to invest in the Centre's general care – we prioritize providing a positive guest and community experience in the spirit of yoga.

### **Job Details:**

#### ***Working Conditions:***

- Approximately 37.5 hours per week
- Work rhythm is seasonal in nature and hours more than 37.5 a week may be required during peak times
- Work must take place in-person at the Salt Spring Centre of Yoga

#### ***Requirements:***

- Physically fit – must be able to lift, carry, push, pull up to 50 lbs
- Clean Criminal Record Check with Vulnerable Sector Search
- Driver's License

#### ***Compensation:***

- \$3,000/month

#### **Residential Position**

This is an onsite position. There is a flat room and board deduction of \$950 available for Centre staff. Those who join our residential community are asked to: commit to engaging with others in a positive way, keep a clean and sober environment (no alcohol or drugs on the property), and abide by the lacto vegetarian guidelines while on property. More details about our residential agreements will be provided during the interview.

**To Apply:** Please submit your application details to [hr@saltspringcentre.com](mailto:hr@saltspringcentre.com) by Friday March 18, 2022.