



## **JOB OPENING: FACILITIES MAINTENANCE STAFF**

### **ABOUT US**

Diamond Mountain retreat center is located in the quiet Chiricahua Mountains of Southern Arizona. Our 27 retreat cottages and 7 group facilities are spread across a 1000-acre parcel of pristine desert wilderness. Our mission is to provide a conducive environment for deep spiritual work and to make personal retreat a reality for everyone. Guests and staff from all spiritual traditions are welcome and supported.

### **JOB SUMMARY**

The Facilities Maintenance role works within the Facilities Operation team to manage Diamond Mountains group facilities, staff residences, yurts and 27 retreat cottages.

The Facility Maintenance role will oversee both short and long term projects designed to maintain and improve these facilities. This will involve documenting and properly assessing all maintenance issues; researching and providing correct solutions; setting up and reviewing vendor bids for work to be completed; overseeing all contractors; accurate financial estimation and complete accounting for all work; managing venues during events; managing a team of volunteers; being a point person for guests at events; coordinating with hospitality to deliver best-in-class service; managing landscaping projects; and coordinating with kitchen operations services.

This position reports to the Facilities Operations Manager.

### **QUALIFICATIONS**

- Self-starter with strong time management and project management skills to coordinate multiple high-priority and long-term tasks simultaneously
- Strong problem solving skills; resourceful in contributing solutions to getting work completed professionally, safely and timely
- Professional manner in all relationships with staff, guests and vendors as a member of the Diamond Mountain team

- Skilled in minor plumbing, electrical, gas, mechanical, carpentry and landscaping tasks in support of our major facilities
- Valid drivers license

## **HOURS**

This is a full-time, 30-hour per week position while long-term events are not being held. This number will increase during our peak season events.

## **COMPENSATION AND BENEFITS**

Compensation includes monthly stipend, fully furnished private residential housing, attendance to Diamond Mountain ongoing classes, stipend for health care, 10 weeks paid time off. Additional paid time off is given if covering long-term events. Use of Diamond Mountain facilities for personal retreats is encouraged.

## **APPLICATION**

Please send a cover letter and resume that includes references to: [michael@diamondmountain.org](mailto:michael@diamondmountain.org)

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