

Site Manager

Job Description

Updated 2026 — a Long Term Lay Resident (LTLR) role

The Site Manager (SM) role sits in the monastery as a Long Term Lay Resident (LTLR) position. The role's focus is the Amaravati Building Committee (ABC): day to day, the SM enables the ABC's decisions to be carried through by supporting the Work Monk, Work Nun, Maintenance Manager and other community members with the practical, contractual and financial aspects of site upkeep. In addition to this coordinating role, the SM leads their own projects and attends every ABC meeting.

The site is also changing. With the Vihara project completing by the end of 2027, most of Amaravati will be passive house — around sixteen buildings with heat pumps and mechanical ventilation, some with underfloor heating and cooling, and with solar panels. The Site Manager therefore needs a good working knowledge of these systems, or a clear aptitude for picking them up.

This description reflects what the role actually involves day to day, drawing on the experience of the current post-holder.

1. Key Responsibilities

1.1 Preventative Maintenance & Building Systems

Owning the preventative maintenance regime for the site, and co-ordinating with contractors on the servicing of the monastery's buildings and systems. This is a substantial and ongoing part of the role, and includes:

- Building and keeping current the maintenance schedule for every building on site, working independently.
- Carrying out in-house whatever maintenance reasonably can be, so as to minimise the cost of annual service contracts.
- Personally supervising external contractors while they are on site.
- Tracing and isolating faults, and describing the problem accurately to the manufacturer's technical service.
- Following up and calling contractors back where a problem has not been resolved.
- Checking that any company engaged is approved for the brand concerned, and that a proposal for major repair or replacement is technically sound before it comes to the ABC.

The maintenance schedule covers, among other things:

Fire safety

- Fire alarm system servicing (every 6–12 months) and upgrades
- Fire extinguisher servicing/replacement (annual)
- Kitchen fire suppression system servicing (annual)

Heating, hot water & solid-fuel systems

- Gas systems safety inspection (annual)
- Boiler servicing (annual)

- Heat pump servicing (annual)
- Underfloor heating and cooling — operational checks
- Chimney sweeping and wood-stove safety checks
- Sauna servicing
- Solar panel, solar charger and inverter servicing
- Lightning conductor testing

Ventilation & kitchen

- Mechanical ventilation servicing by an installer approved for the brand, plus filter changes as needed
- Kitchen equipment servicing — dishwasher, grease traps, combi oven, etc. (every 6–12 months)
- Kitchen extraction canopy cleaning (annual)
- Kitchen floor deep cleaning (as scheduled)
- Water filter servicing (TAC and other filters around the site)

Drainage, electrical & workshop

- Drainage system cleaning (annual, via contractors)
- Electrical systems servicing and certification (fixed wire testing)
- Workshop machinery safety testing (annual)
- Servicing and maintenance of grounds vehicles and garden machinery

1.2 Passive House Systems & Energy Performance

Understanding how each passive house building's systems — heat pump, mechanical ventilation, underfloor heating and cooling, solar PV — are designed to work together, and making sure they are operated that way, so that the energy savings the buildings were designed for are actually realised. This includes:

- Keeping up to date with newer technology as it is installed, including the ventilation with cooling in the new BV buildings.
- Watching energy consumption against the passive house design model, and investigating where a building is using significantly more than expected.
- Monitoring solar generation against expected output, and planning inverter checks and replacement in good time.
- Briefing residents and users on how the systems are meant to be operated.

1.3 Project Co-ordination & Contractor Management

Acting as the default point person for outside contractors — sourcing and comparing quotes, tracking project status, and receiving and processing invoices to ensure prompt payment. This often means managing several contractors on site at once, and making sure their work is completed to an appropriate standard. Responsibility for a given contractor or issue is held by one person from beginning to end. The SM also leads their own projects from start to finish, and gives regular feedback and reports to the ABC.

1.4 Financial Management

Holding an English Sangha Trust payment card for purchases agreed by the ABC, or through authority devolved to the Work Monk, Work Nun or Maintenance Manager. In practice this covers a

wide range of purchasing, from major contracted works down to everyday community needs (for example: cleaning supplies, garden and grounds consumables, and other small day-to-day items). The SM assists the Group Accountant with the monthly financial statement and the annual ABC budget, and general financial admin — processing invoices and cross-referencing spending against the budget — takes up a significant portion of time in the role.

1.5 Utilities & Technical Liaison

Acting as the technical (not administrative) point of contact with utility companies — principally electricity, but also water — including troubleshooting supply issues.

1.6 Advice & Research

Researching options to inform the design of projects — materials, suppliers, methods and products — often including practical research such as watching instructional guides, comparing products and reviews, and testing approaches before committing to a solution.

1.7 Health & Safety

Working with the Health & Safety representative to write the Annual H&S report for the English Sangha Trust trustees' meeting for the 3rd EST meeting (September/October). The SM should have the knowledge to assess situations and write Risk Assessments alongside point people and project managers, and to keep the wider community informed about when and where work is being carried out, so that people can stay safe around it. Responsibility for following reasonable H&S practice remains shared across the community.

1.8 General Repairs & Hands-On Work

Carrying out general fixing and repairs directly, depending on the post-holder's own skills and trade background, rather than always contracting work out. On building systems this includes minor work such as resetting a unit, understanding an error code or changing a filter, and identifying the cause of a fault before deciding whether it needs to go out to a contractor.

1.9 Meetings & Reporting

Attending each ABC meeting, and in practice also holding regular (typically weekly) maintenance meetings with the Work Monk/Nun and Maintenance Manager to review and follow up on actions. The SM liaises closely with the ABC Chair and compiles reports for ABC meetings. The maintenance schedule forms part of the monthly report to the ABC, listing all buildings on site, their certificates and upcoming services, the company engaged and the cost.

1.10 Records, Documentation & Handover

Keeping the maintenance documentation for the site complete and up to date, so that it is usable by others. This includes the wiki pages for the Sala and the maintenance records for other buildings, together with certificates, service histories, manuals and warranties. On leaving the role, the post-holder is responsible for a full and orderly handover of these records.

1.11 Staff & Wider Community Support

- Working closely with the ADL Project Manager, particularly on the passive house buildings and their systems.
- Co-ordinating with other site staff, such as Maintenance Manager, Retreat Centre managers, kitchen managers or grounds team, where applicable.

- Supporting the Recycling Monk, liaising with the waste collection company as needed.
- Supporting the Grounds Liaison, co-ordinating contractors together with groundskeeping.

1.12 Flexibility & Availability

Being able to move quickly between tasks, as the SM is often called on during work periods to give advice, or provide tools and materials, as different jobs come up across the community. Being flexible and helpful as possible to keep the monastery running smoothly and safely.

2. Working with the Maintenance Manager

The Site Manager and the Maintenance Manager work alongside one another, and the responsibility between the two roles needs to stay clear so that nothing falls between them:

- Both should be able to identify the cause of a fault and carry out minor repairs.
- Where a fault cannot be resolved in-house and falls within a guarantee or service contract, the Site Manager initiates the call-out and follows it up until the repair is complete.
- Covering for one another is expected, but ultimate responsibility for seeing an issue resolved rests with one person.
- The two co-ordinate their leave so that one of them is on site.

3. Specifics of the LTLR Role

As an LTLR, the Site Manager receives the benefits of living in a place where the main focus is the practice of Dhamma. The guidelines for LTLRs, and the flexibility they set out regarding workdays, holidays and support, apply in full. The Sangha Liaison Person for this role will discuss this with you.

On days when the post-holder is not on site and is not on leave, they are on call for urgent repairs — for example loss of heating or hot water.

3.1 Training, support and review

Where the post-holder comes to the role without existing passive house experience, training in the site's systems and buildings will be given by the ADL Project Manager, who also supervises and assesses progress. The key responsibilities above are reviewed regularly with the post-holder and feedback given, drawing on the people the Site Manager works with most closely.

4. Person Specification

- Suitable to be an LTLR — has a sincere interest in Dhamma, is able to live in community, and can do the job.
- Can work well with a wide range of sangha members and monastics, and appreciates the monastery's schedules and priorities.
- Can work with a wide range of lay people, including negotiating and managing contracts, and co-ordinating multiple contractors at once.
- Some prior experience overseeing maintenance or building projects.
- Good working knowledge of passive house buildings and their systems, or a clear aptitude and willingness to acquire it.

- Able to trace a fault, act on error codes, and judge whether a contractor's advice or replacement proposal is sound.
- Computer literate, comfortable with email, budgets/spreadsheets, and keeping online records up to date.
- Can keep financial, contractual, maintenance and statutory inspection records up to date and systematically.
- Can present ideas and factual reports to committees, sit through regular meetings, and work harmoniously with others.
- Has good general practical skills and/or a relevant qualification or trade background.
- Comfortable switching quickly between tasks and priorities, and responding calmly to being pulled between competing demands.
- Willing and able to advise other site staff (e.g. caretakers, gardener) where the role requires it.