



HERITAGE

Assistant Facilities Manager

Heritage

Heritage is rebuilding a community of faith and restoring the first Catholic settlement in Georgia into an entire historic Catholic district. Located in Taliaferro County, Heritage includes Locust Grove Cemetery, the oldest Catholic cemetery in Georgia, established in 1790; the Church of the Purification of the Blessed Virgin Mary built by the first Catholic congregation in Georgia; The Retreat, a 200-acre retreat center with cottage accommodations, prayer and fellowship spaces, walking trails, and sacred art; and the Farm, a working farm that provides food and programming for the Retreat.

Summary:

The Assistant Facilities Manager is responsible for the maintenance, cleanliness, and safety of the facilities at Heritage, including the Retreat, the Farm, Locust Grove Cemetery and Church of the Purification. The position involves working outside in various environmental conditions and typically requires working weekdays, occasional early mornings, later evenings, and weekends, with flexible scheduling available.

The Assistant Facilities Manager reports directly to the Facilities and Farm Operations Manager.

Responsibilities and Duties:

- Provide preventative and general maintenance for all Heritage facilities including, but not limited to:
 - Buildings: HVAC, plumbing, electrical, septic, gutters and roof, exterior maintenance, etc.
 - Vehicles and equipment
 - Water systems and irrigation;
- Inspect buildings, structures, and equipment to determine needed repairs and ensuring machines and buildings are running safely and efficiently;
- Assist in planning strategic property maintenance;
- Ensure that buildings and grounds are clean and set up for retreats and events in coordination with Hospitality team;



HERITAGE

- Manage inventory of equipment and supplies including cleaning supplies, paper products, equipment and parts;
- Schedule and assist in managing and/or coordinating contractors, vendors, repairmen and suppliers including pest control, wells, gates, etc. to provide facilities maintenance and repair;
- Assist Facilities and Farm Operations Manager with scheduling maintenance team;
- Handle daily operation duties, including opening and closing of properties and buildings; *and*
- Oversee property security, including nights and weekends on a rotating schedule with Facilities and Farm Operations Manager.

Qualifications:

- Knowledge of facility maintenance and repair including electrical, plumbing, carpentry, painting, and mechanical;
- Ability to work in a self-directed manner with great communication and problem-solving skills, including willingness to take on new tasks with an upbeat attitude and professionalism;
- Must have a working cell phone, access to a truck, and be flexible in schedule;
- Ability to operate basic machinery and tools;
- AED/CPR/First Aid certified (training provided as necessary); *and*
- Basic knowledge of safety protocols.

Results Expected: Heritage property, buildings, and infrastructure kept in good working order to ensure radical hospitality, guest comfort, a safe and secure facility and the conduct of exceptional retreats and events.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical demand: Ability to lift 80 lbs. | *Work environment:* 20% office, 80% property