



HERITAGE

Director of Facilities

FT/Salary

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; and The Retreat, a 200-acre retreat center with cottage accommodations, prayer and fellowship spaces, walking trails, and sacred art.

Summary:

The Director of Facilities will create and execute the policies and procedures for the maintenance, cleanliness, and safety of the facilities and grounds at Heritage. Heritage includes 200+ acres of retreat grounds, 24 cottages, a 7,500 sq ft event and office space, maintenance barn, farmhouse, priest residence, the historic Church of the Purification, and two historic cemeteries and various outbuildings. This position will plan, lead and manage the facility maintenance staff, landscape staff and other team members who deal with daily operations. This position reports directly to the Chief Operating Officer of Heritage.

Responsibilities and Duties:

- Supervise the upkeep, maintenance, repair, preservation, beautification and improvement of all Heritage property, including, but not limited to buildings, grounds, landscape, gardens, roads, paths, trails, fencing, water and irrigation systems, wells, kitchen, IT, A/V, vehicles and equipment.
- Develop, schedule and implement a system for routine preventative maintenance procedures and inspections for all buildings, grounds, equipment and systems.
- Develop and implement safety and security policies and procedures to ensure the facilities are secure and operations are conducted safely.
- Mitigate risk throughout the property and during all guest activities and events.
- Ensure that the facility complies with relevant laws, regulations and safety standards.
- Conduct long-range planning to support future needs and growth including renovations, additions and new buildings.
- Create and manage the facility department budget.



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- Provide timely reports on issues and corrective actions that may impact guest experiences.
- Establish yearly, monthly and weekly tasks and goals for the facilities team.
- Develop and maintain professional relationships with contractors, vendors, repairmen and suppliers to ensure smooth and continuous operations.
- Ensure that adequate supplies are on hand for all office, hospitality, cleaning and facilities management.
- Prepare Heritage facilities for retreat groups and special events; repair any facilities issues that arise and clean up facilities after each event has ended.

Qualifications:

- 5 years of experience in facilities, operations, landscaping, maintenance or related fields.
- Familiarity with construction and architecture; in-depth knowledge of HVAC, electrical, plumbing, mechanical, landscape and maintenance operations.
- Strong leadership and interpersonal skills.
- Self-directed with excellent communication and problem-solving skills and willingness to take on new tasks with an upbeat attitude and professionalism.
- Ability to operate basic machinery and tools.
- AED/CPR/First Aid certified (training provided as necessary).
- Basic knowledge of safety protocols and risk management.

Results Expected: Heritage grounds, buildings, and infrastructure must be 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:* 30% office, 70% property