



HERITAGE

Facilities Manager

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; 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 Facilities Manager for Heritage will be responsible for creating and executing the policies and procedures for maintenance, cleanliness, and safety of the facilities at Heritage, including the Retreat, the Farm, Locust Grove Cemetery and the Church of the Purification.

This position reports directly to the Chief Operating Officer of Heritage.

Responsibilities and Duties:

- Maintain and repair all facilities within the Heritage property, including, but not limited to:
 - Buildings: HVAC, plumbing, electrical, septic, gutters and roof, exterior maintenance, etc.
 - Vehicles and equipment
 - Water systems and irrigation
- Coordinate with Landscape Contractor(s) to ensure grounds are maintained: grass cutting, line trimming, tree trimming and removal, weeding, mulching, road maintenance, etc.
- Develop, implement, and execute a system for routine maintenance procedures and inspections for all buildings and equipment.
- Develop and implement safety policies and procedures to ensure the facilities are secure and operations are conducted safely.
- Oversee and coordinate property security, including nights and weekends.



HERITAGE

- Develop and maintain professional relationships with contractors, vendors, repairmen and suppliers in order to ensure smooth and continuous operations at Heritage.
- Ensure that adequate supplies are on hand for all office, hospitality, cleaning and facilities management.
- Establish yearly, monthly and weekly task and goals for the facilities team.
- 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:

- Self-directed with great communication and problem-solving skills and willing 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
- Some knowledge of electrical, plumbing, mechanical skills
- Ability to operate basic machinery and tools
- AED/CPR/First Aid certified (training provided as necessary)
- 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