



4577 Billy Maher Road Memphis, TN 38135-1119 (901) 377-9284

### Job Description

Job Title: Director of Facilities and Grounds  
Effective Date: 5/10/19  
Reports to: Executive Director  
Directly Supervises: Groundskeeper and strong relationships with Guest Services & Housekeeping  
Status: Full Time  
FLSA: Exempt  
To Apply: Email resume and salary requirements to [brad@saintcolumbamemphis.org](mailto:brad@saintcolumbamemphis.org). No phone calls please.

### Summary

St. Columba, the camp and retreat center of the Episcopal Diocese of West Tennessee, seeks its next Director of Facilities and Grounds to steward the property and ministry through its next exciting generation. A ministry founded in 1982, St. Columba's property includes 160-acres, two lodges that house up to 75 people, two outdoor pavilions, two hermitages, two staff residences and a maintenance building. In the coming 24 months facility enhancements of nearly \$3 million will add more lodging and meeting space as well as renovate St. Columba's Scheibler Lodge. We want a gifted, hands-on manager who enjoys getting their hands dirty, and a smart, effective leader who can regularly figure out how to do more with less. A gifted hand will be required to keep up with regular maintenance as well as shape the future lodges so that St. Columba's mission can be met better than it ever has before.

We seek an individual who balances the precision required to care for the smaller, lesser noticed, details with the skills needed to carry out hands-on maintenance and property enhancement on behalf of our beloved guests and campers. We also seek an individual who embodies St. Columba's spirit of anticipatory hospitality- that is to say someone who identifies problems before they are problems and addresses issues that are most likely to affect guest experiences.

The right candidate will have broad experience in all (or most) areas of general maintenance and repair (HVAC, electrical, plumbing, building codes, water testing, vehicles, tractors, mowers, painting, tiling, etc.). A careful candidate who seeks to get the most out of aging equipment as well as an ambitious candidate who can lead and implement property improvement is paramount to success.

St. Columba requires a Director of Facilities and Grounds who will love the physical and natural spaces both for the ministry they provide and the limitations they have.

### **Essential Functions**

- Supervises all aspects of facility and grounds preparedness, preservation and improvement
- Oversees all operations pertaining to maintenance and repairs, including overseeing the work of outside contractors and sub-contractors
- Performs all maintenance and repair tasks of which he/she is capable and has time, and arranges for other tasks to be done by responsible and capable others
- Pays attention to and responds to the care of all buildings, land, roads, fences, vehicles, etc.
- Provides updates and enhancements to existing facilities
- Participates and leads construction projects
- Provides hosting support to visiting retreat groups on occasion when other staff hosts are unavailable and on a rotating schedule.
- As a senior staff member, cares deeply about the mission of St. Columba and provides leadership to the strategic direction and operation of the center
- On occasion as needed, assists in setting-up and rearranging of meeting rooms and bedrooms, in order to provide for the needs of guests
- Responds quickly and effectively to emergency maintenance issues. This is regardless of whether s/he is on-property or working.
- Other duties and responsibilities as assigned by the Executive Director. This will include, but not be limited to, maintaining awareness while on property and alerting the appropriate parties to areas needing to be addressed, assisting with keeping the property safe and in good appearance, and participating as an integral member of the team.

### **General Character**

Must have a clear understanding of the meaning and spirit of “Christian Hospitality” and how it applies to every aspect of the operation of the Center, and be able and willing to dedicate his or her entire working life to providing the highest possible level of hospitality to all dealings with the Center’s guests – before, during, and after their visit.

### **Education Level**

- N/A

### **Working Conditions**

- Works a normal 40-hour week, and on occasion night and weekend work

### **Physical Demands**

- This person in this position is required to move around the buildings and traverse the property and can lift 50lbs unassisted

### **Core Behavioral Competencies**

- **Attention to Detail**—Able to follow detailed procedures and ensure accuracy
- **Commitment to Task**—Able to take responsibility for actions and outcomes and persists in spite of obstacles. Demonstrates dependability in difficult circumstances and shows a sense of urgency about getting results.
- **Coping**—Able to maintain a solution-oriented approach while dealing with interruptions and interpersonal conflict.
- **Service Focus**—Able to demonstrate a high level of service delivery. Able to be of service to difficult people. Deal effectively and proactively with service failures. Effectively prioritizes public needs.
- **Flexibility**—Able to perform a wide range of tasks and change focus quickly as demands change. Manage transitions effectively from task to task. Effectively adapts to varying public needs.
- **Quality**—Able to maintain high standards despite pressing deadlines. Does the work right the first time. Reinforces excellence as fundamental priority.
- **Team Work**—Able to share due credit with coworkers. Displays enthusiasm and promotes a friendly group working environment. Works closely with other groups as necessary. Supports group decisions and solicits opinions from coworkers. Displays team spirit.

#### **Skills & Experience**

- **Electrical & Mechanical**
- **Grounds/Forestry/Erosion/Landscaping**
- **Plumbing**
- **Farm Equipment & Tractors**
- **Mowing Equipment**
- **Construction & Carpentry**
- **Safety & Security**
- **Décor & Furnishings**