



4577 Billy Maher Road, Memphis, TN 38135

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### **Job Description**

Job Title: Manager of Facilities and Grounds  
Reports to: Executive Director  
Directly Supervises: Part-time groundskeeper and maintenance staff  
Status: Full Time (Exempt)

### **About St. Columba**

St. Columba Episcopal Camp and Retreat Center is a ministry of the Episcopal Diocese of West Tennessee and serves as a natural sanctuary for camps, retreats, conferences, and gatherings. Located just outside Memphis, the 145-acre property includes overnight lodges, meeting spaces, hermitages, staff residences, forest and field areas, a four-acre lake, trails, and retreat facilities that host thousands of guests each year.

### **Position Overview**

St. Columba seeks a skilled and dependable Facilities and Grounds Manager to oversee the day-to-day maintenance and stewardship of the retreat center's buildings, infrastructure, equipment, and land. This is a hands-on role for a maintenance professional or skilled tradesperson who enjoys independent work, problem solving, and caring for a unique property. The role focuses on preventative maintenance and completing repairs in-house whenever possible while preserving the natural sanctuary that defines St. Columba. All fulltime St. Columba staff are employees of the Episcopal Diocese of West Tennessee and are ultimately accountable to the Bishop.

### **Key Responsibilities**

- Building maintenance including plumbing, electrical, HVAC, carpentry, painting, and general repairs
- Preventative maintenance and routine facility inspections
- Maintenance of the 145-acre property including trails, fields, forest areas, roads, and lake
- Vehicle and equipment maintenance (tractors, mowers, chainsaws, maintenance vehicles)
- In-house repairs and facility improvements whenever possible
- Care of property infrastructure including fencing, gravel roads, drainage, wastewater, stormwater, trash systems, and signage
- Ensuring facilities are ready for camps, retreats, and events
- Maintaining a safe environment while stewarding the natural beauty of the property
- Responds quickly and effectively to emergency maintenance issues regardless of whether s/he is on-property or working
- Other duties and responsibilities as assigned by the Executive Director

### **Qualifications and Experience**

Experience in several of the following areas is preferred: general building maintenance (plumbing, electrical, HVAC, carpentry), preventative maintenance programs, vehicle and equipment maintenance, groundskeeping or land management, operating tractors and similar equipment, maintenance of trails, fencing, and gravel roads, and coordinating outside contractors when specialized work is required. Experience at camps, retreat centers, parks, farms, or large properties is helpful but not required.

### **Personal Qualities**

Dependable, hands-on problem solver who takes pride in quality work, values stewardship of land and facilities, and supports a culture of hospitality for guests. 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.

### **Position Requirements**

- In agreement with the basic beliefs of the Episcopal Church
- Budget-minded and ministry-driven
- Hospitable, friendly, motivated worker
- Clear and professional communicator
- Independent worker with ability to collaborate well with others
- Must have a valid driver’s license and be a safe driver
- Possession of or ability to be trained in CPR and Safe Church modules for youth and vulnerable adults
- Ability and willingness to work irregular and/or long hours as well as weekend events as needed

### **Physical Requirements**

Ability to move throughout the 145-acre property, operate maintenance equipment safely, and lift up to 50 pounds.

### **Salary and Benefits**

Annual salary of \$50,000, commensurate with experience. Pension from Church Pension Group. Individual health insurance through The Episcopal Church Medical Trust along with dental insurance, short term and long term disability, and group life insurance. Two weeks of annual vacation leave.

### **How to Apply**

Please email a resume and three professional references to the Rev. Canon Rob Courtney (rcourtney@episwtn.org). Applicants will be notified before references are contacted.