



P.O. Box 2827, Carrollton, GA 30112 • 706-842-2110  
[info@ambergrace.com](mailto:info@ambergrace.com) • [ambergrace.com](http://ambergrace.com)

## Facilities Manager

### **LINK TO EMPLOYMENT APPLICATION BELOW**

**Reports to:** Executive Director

**Job Summary:** The Facilities Manager is responsible for overseeing the daily operations, maintenance and appearance of the Amber Grace's facilities, grounds, infrastructure and equipment. This role ensures that the campus is clean, safe, functional, and provides a distraction-free environment for Neighbors and staff to pursue Abundant Life. The successful candidate will coordinate building and grounds maintenance, vendor management, project planning, budgeting, and compliance with health and safety regulations.

**Supervisory Responsibilities:** Supervises 3-4 staff (Maintenance Tech, Landscaping Coordinator, Housekeeper)

### **Duties/Responsibilities:**

- Manage the upkeep and maintenance of all facilities and ensure they meet health and safety standards.
- Oversee maintenance staff and vendors for cleaning, repair, HVAC, electrical, plumbing, and landscaping.
- Ensure all systems (e.g., water, septic, generators) are functioning properly.
- Manage upkeep of lawns, walkways, athletic fields, gardens and other outdoor spaces.
- Develop and implement preventative maintenance programs.
- Plan and manage capital replacement projects or improvements.
- Ensure compliance with legal regulations and environmental, health, and safety standards.
- Manage budgets and negotiate contracts for services from vendors.
- Conduct regular inspections and audits to identify areas for improvement.
- Maintain accurate records of maintenance schedules, inspections, warranties, and equipment.
- Coordinate with other departments to support facility-related needs and projects.
- Participate in team meetings, training, and Amber Grace community events.
- Foster a safe, respectful, and inclusive environment.

### **Requirements:**

- Bachelor's degree in Facilities Management, Engineering, Business Administration, or comparable experience.
- 5+ years of experience in facilities or building management.

- Proven experience managing teams and vendor contracts.
- Strong knowledge of building systems (HVAC, electrical, plumbing).
- Understanding of safety regulations, building codes, and environmental practices.
- Familiarity with facility management software.
- Excellent project management and budgeting skills.
- Strong leadership and communication abilities.
- Ability to troubleshoot and resolve facility-related issues quickly and effectively.
- Ability to work independently and as part of a team
- Must have the ability to lift, push, and pull 50 pounds
- Ability to demonstrate care, compassion, and patience when working with staff and Neighbors
- Protects the confidentiality and rights of the staff and Neighbors
- Familiarity with the IDD community preferred

**FLSA:** Exempt

**Classification:** Full-time

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO APPLY FOR THIS POSITION PLEASE CLICK THIS LINK:**

**FACILITIES MANAGER**

*Or copy and paste this URL into your web browser:*

<https://ambergrace.jotform.com/team/administrative-employment/employment-application>

*If you are unable to access or fill out the application online, please email [info@ambergrace.com](mailto:info@ambergrace.com) to request assistance.*

*Thank you for your interest in joining the Amber Grace Team!*