

**Crieff Hills Retreat Centre  
Property & Facilities Manager**

*Reporting to the Director, the Property Manager is responsible for the daily care, operation and long-term stewardship of all buildings and systems on Crieff Hills property according to the mission, vision and values of the organization. Situated on 250 acres, this includes more than fifteen residential buildings with several historic homes, plus a large historic barn and outbuildings.*

**Overall areas of responsibility:**

- Water treatment system
- Fire protection, safety and emergency systems
- Septic systems
- Heating and cooling systems
- Buildings (incl roofs, window, doors, fireplaces, plumbing, electrical, etc.)
- On site internet and communications systems
- Outbuildings including sheds, picnic shelters, labyrinth, barn and chicken coop
- Vehicles and all mechanical equipment
- Compost, recycling and garbage removal systems
- Forest management and firewood
- Exterior lighting, signage, fences and site security
- Roads, pathways and parking facilities
- Landscaping and hardscaping

**Essential Job Functions:**

Responsible for the development and implementation of a long-term maintenance management system (prevention, maintenance, repair, improvement):

- Develop, implement and manage systems for regular maintenance and upkeep of buildings and grounds, including routine duties such as mowing, painting, snow removal etc.
- Develop and implement and manage maintenance routines for all equipment and vehicles.
- Oversee the purchase, use, and care of all maintenance equipment and supplies.
- Schedule routine maintenance and vendor contracts on all equipment and services
- Maintain operational procedures, maintenance and service records, manufacturers' documentation and inventory of all supplies and equipment.
- Develop a schedule for checking the physical plant and equipment for safety, cleanliness, and good repair.
- With the director and MEC, identify and plan small, medium and large capital projects and repairs
- Manage capital and operational projects and repairs
- Ensure all work on the Crieff Hills property is performed in a manner which Respects property heritage and carefully honours historical buildings
- Any other duties that may from time to time be assigned by the Director

### **Maintain excellent relationships**

- Work collaboratively with all other staff
- Represent Crieff Hills to guests, neighbours and vendors in a professional manner
- Train, organize and supervise seasonal and subordinate staff
- Train and organize seasonal volunteers

### **Work within financial and regulatory constraints**

- Assist the Director and Maclean Estate Committee in preparing the annual budgets and project estimates
- Monitor expenditures to ensure compliance with the budget.
- Perform all duties in accordance with prescribed regulatory bodies including church, municipal, provincial and federal
- Respond to emergencies on site when necessary.
- obtain all appropriate licenses, permits, approvals (ie open burn permit) as necessary

### **Qualifications**

Minimum college level diploma or equivalent in relevant subject

Required Certifications: WHMIS, Work at Heights, Chainsaw Safety, First Aid

Desired Certification: Certified Associate in Project Management

### **Knowledge, Skills, and Abilities**

Proficiency in safe use of power equipment, tools, heavy and light machinery, building materials.

Ability to use Microsoft office, Excel and in-house software programs

Work without constant supervision, maintaining accountability and responsibility

Creative, proactive problem-solving skills

Comfortable leading and taking initiative

Clear understanding of Crieff Hills' mission, vision and values

Working knowledge of painting, carpentry, electrical, plumbing, water and sewage treatment, vehicle and machinery operation.

Willingness to invest in personal growth and professional development

### **Physical Requirements**

Ability to understand and communicate procedures and regulations to staff and guests.

Visual and auditory ability to identify and respond to safety and environmental hazards.

Physical strength to lift equipment and supplies (up to 40 pounds).

Physical endurance to perform tasks while standing/walking (60 minutes or more).

Ability to safely and properly use power tools and equipment.

Current G license to safely drive cars, light trucks, tractors, and other motorized vehicles.

### **Salary and housing**

Minimum \$50 000 CAD annually plus pension, health & dental benefits and on-site housing rental discount (3-bedroom historic home).

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