

# *Our Lady of the Angels Monastery in Hanceville Alabama*

## **Job Description – Grounds, Livestock & Facilities (GLF) Manager**

**Work Group:** GLF

**Reports to:** Director of Administration

**Full or Part Time:** Full Time

**Paid Hourly or Salary:** Salary

**FLSA:** Exempt

**Schedule:** Variable

### **Job Summary**

The GLF Manager is responsible for the upkeep of all real property (grounds, facilities and equipment) and for the care and management of all livestock owned by Our Lady of the Angels Monastery. Reporting to the Director of Administration, the incumbent will provide day-to-day supervision of all Shrine Facilities, Grounds & Livestock and IT personnel. They will also support OLAM Facilities personnel who receive direct daily direction from the PCPA. In addition, the GLF Manager will work directly with the Director of Administration to identify, procure and manage independent contractors and other outside resources when required. They will also work directly with the Director of Administration to develop an annual capital plan and manage project prioritization and expense budgeting.

### **Essential Duties**

- Works with Shrine Business Manager to source, hire and train GLF personnel
- Schedules and manages GLF staff to ensure the safe, cost-effective utilization of Shrine personnel and emergency coverage for weekends, holidays, etc.
- Development and execution of annual capital plan
- Routine preventative maintenance and repair of Shrine and Monastery facilities, equipment and technology
- Livestock planning & management
- Project planning and management
- Contractor sourcing, negotiations and management
- Support (i.e. setup, cleanup, etc.) for major Shrine activities as needed
- Other duties as assigned

### **Knowledge & Skills Requirements**

- Full commitment to the mission of OLAM & the Shrine of the Most Blessed Sacrament
- Bachelor's degree or equivalent
- Interpersonal and communications skills
- Planning, organization, time management and prioritization skills
- Problem-solving and critical thinking skills
- General knowledge or experience in a number of fields, including: Information / communications technologies, agriculture, horticulture and animal sciences, power distribution, tools and equipment, construction, project management, etc.

***Our Lady of the Angels Monastery is an Equal Opportunity Employer***

***Reviewed 11/13/2025***