



GUARDIAN CENTERS
Facilities and Maintenance Manager
Perry, Georgia

Salary	\$62k-\$68k annually, commensurate with qualifications and experience	Reports to	Vice President of Operations
FLSA Status	Exempt	Benefits	Medical, Dental, Vision, PTO, FSA & 401(k)

POSITION AVAILABILITY

Guardian Centers is accepting resumes for this position for a ten (10) day posting period. **This job posting will close on August 26, 2026, at 12:00 AM.** Please send your **cover letter and resume** to HR@guardiancenters.com for consideration.

The position is anticipated to be available beginning January 1, 2027. All applications received during the posting period will be reviewed and considered in accordance with Guardian Centers' hiring process.

Position Summary

The Facilities and Maintenance Manager is responsible for the day-to-day care, maintenance, inspection, and reliable operation of Guardian Centers' buildings, grounds, equipment, and supporting infrastructure. This is a hands-on leadership role that supervises one maintenance employee while coordinating specialty contractors and vendors when work requires licensed, specialized, or outside expertise. The Manager responds to routine and emergency maintenance needs, performs general repairs, supports preventive maintenance, identifies developing facility issues, and helps ensure the campus remains safe, functional, and ready for operations. The position is well suited to a technically capable, dependable employee who can grow into broader facilities-management responsibility through structured training, shadowing, and hands-on experience.

Essential Duties and Responsibilities

- Lead and coordinate daily facilities and maintenance activities across the campus, including supervision and work direction for one maintenance employee.
- Inspect buildings, roofs, grounds, equipment, utilities, and other structures to identify deficiencies, leaks, damage, unsafe conditions, or needed repairs.
- Perform routine electrical maintenance, including lighting, switches, fixtures, and basic troubleshooting, within the employee's training, qualifications, and applicable laws and codes; coordinate electrical contractors for work requiring licensed electrical expertise.
- Perform general mechanical, plumbing, carpentry, painting, and building-maintenance work as needed.
- Perform routine HVAC maintenance within the employee's qualifications and coordinate reputable HVAC contractors for work requiring specialized diagnostics, certification, equipment, or repair.
- Inspect, operate, and support maintenance of pumps and water-related systems used throughout the campus.
- Perform minor refrigeration and appliance repairs when appropriate and coordinate outside service when required.

- Coordinate required testing, inspection, and service of fire alarm, fire suppression, hydrant, and other life-safety systems with qualified service providers.
- Inspect roofs and building envelopes for leaks or damage; obtain and evaluate contractor support for repairs beyond in-house capability.
- Plan and perform preventive maintenance on buildings, equipment, grounds, and facility systems; document work and follow-up needs in the facility maintenance management system.
- Manage and prioritize facility work orders, assign work based on urgency and available resources, monitor completion, and maintain accurate records of repairs, inspections, preventive maintenance, and outstanding facility needs.
- Identify, vet, schedule, and coordinate qualified contractors and vendors for HVAC, electrical, roofing, plumbing, fire protection, and other specialty work.
- Obtain and evaluate contractor estimates and proposals; verify appropriate licensing, insurance, qualifications, and scope of work as applicable; coordinate site access; monitor contractor performance; verify completion of work; and provide recommendations regarding vendor selection and continued use.
- Review contractor scopes, service recommendations, and completed work; escalate significant repair or capital needs to the Vice President of Operations.
- Assist with development and management of the facilities and maintenance budget; identify upcoming repair, replacement, and capital needs; obtain estimates and supporting information; and submit recommendations to management for approval.
- Monitor maintenance-related purchases and expenditures to ensure they are necessary, properly authorized, and consistent with company purchasing procedures.
- Maintain appropriate inventories of commonly used maintenance supplies, tools, parts, PPE, and emergency repair materials; identify replenishment needs and maintain orderly storage of maintenance materials.
- Maintain awareness of major facility assets and equipment, including age, condition, maintenance history, warranty status, expected useful life, and anticipated replacement needs; provide recommendations for repair, replacement, or capital improvement.
- Identify and communicate long-term facility repair, replacement, and capital improvement needs and assist management with planning, prioritization, budgeting, and implementation of approved projects.
- Monitor facility utility systems and usage, identify unusual consumption, leaks, failures, or inefficiencies, and recommend corrective action or improvements to management.
- Inspect and support the operation, testing, maintenance, and service coordination of generators, emergency power systems, and other critical backup infrastructure.
- Maintain accurate records of required facility inspections, testing, certifications, service reports, warranties, maintenance histories, and regulatory or life-safety documentation.
- Support facility emergency preparedness and response, including severe weather, power outages, water-system failures, major leaks, equipment failures, storm damage, and other events affecting campus operations; assist with recovery and restoration of facilities following emergencies.
- Coordinate maintenance activities with Operations, Security, Training, and other departments to minimize disruption to scheduled activities and ensure facility work is completed safely and appropriately.
- Inspect and maintain training structures, facility components, and designated training props or infrastructure as assigned, identifying unsafe or deteriorated conditions and coordinating repairs or removal from service when necessary.
- Identify, document, and promptly address facility-related safety hazards; recommend corrective measures and coordinate repairs or controls necessary to maintain safe working and operating conditions.
- Maintain appropriate control and organization of facility keys, access devices, and access to maintenance areas in coordination with Security and company procedures.
- Provide emergency and unscheduled facility repairs and support venue operations as required, including work outside normal business hours when necessary.

- Operate forklifts, high-reach equipment, generators, power tools, and other maintenance equipment for which the employee is trained and authorized.
- Maintain clean, orderly, and safe work areas and comply with applicable safety procedures, OSHA requirements, and life-safety practices.
- Perform seasonal and incidental grounds-support tasks when needed and other duties as assigned.

Management & Administrative Responsibilities

- Supervise, train, coach, and evaluate assigned maintenance personnel and provide clear daily direction and priorities.
- Maintain maintenance schedules, records, work orders, inspections, service documentation, and facility-related follow-up items.
- Communicate significant facility conditions, safety concerns, operational risks, and recommended corrective actions to the Vice President of Operations.
- Participate in planning for facility improvements, major repairs, replacements, and approved campus projects.

Core Technical Areas

The successful candidate is not expected to be a licensed specialist or fully proficient in every trade at the time of hire. The role requires a solid hands-on maintenance foundation, sound judgment, mechanical aptitude, and the willingness and ability to develop working knowledge in the following areas while recognizing when qualified contractor support is required:

- Electrical systems and lighting
- Roofing and building envelope
- HVAC and refrigeration
- Fire alarm / fire suppression
- Mechanical systems and pumps
- Grounds and environmental upkeep
- Plumbing and water systems
- Preventive maintenance and troubleshooting
- Generators and backup power systems
- Facility asset management and maintenance planning

Qualifications and Skills

- Prior hands-on experience in facilities, industrial maintenance, building maintenance, venue operations, technical operations, or a related field. Prior experience holding a formal Facilities Manager title is not required.
- Experience using or willingness to learn facilities maintenance management software / CMMS.
- Ability to read and interpret technical instructions, work orders, drawings, schematics, and basic industrial blueprints.
- Ability to perform practical arithmetic using whole numbers, fractions, decimals, rates, and ratios as required for maintenance work.
- Ability to communicate clearly and professionally, both orally and in writing, with management, employees, temporary labor, contractors, and vendors.
- General awareness of workplace safety and life-safety practices, with the ability and willingness to develop stronger knowledge of OSHA and facility compliance requirements through training and experience.
- Forklift and high-reach equipment experience or ability to obtain required training/authorization.

- Ability to supervise, organize, prioritize, and coordinate multiple maintenance activities and projects in a changing operational environment.
- Ability to identify problems, determine appropriate next steps, and recognize when work requires qualified contractor or licensed specialist support.
- Associate degree or technical credential is preferred but not required; relevant hands-on experience, demonstrated aptitude, reliability, and the ability to learn may be considered in lieu of formal education.
- Successful completion of the International Facility Management Association (IFMA) Facility Management Professional (FMP®) credential is required within one (1) year of hire.

Physical and Work Environment Requirements

- Primary work location is on-site at the Guardian Centers campus in Perry, Georgia.
- Must be able to inspect the property on foot, use stairs and ladders, work at heights when properly protected, and access crawl spaces, mechanical areas, elevated areas, and other restricted or difficult-to-access areas as required by job duties, using appropriate safety procedures, PPE, and equipment.
- Must be able to safely move, position, and handle equipment and training props using appropriate lifting techniques, team assistance, or material-handling equipment as required.
- Must be available during normal business hours and able to support occasional shift changes, extended hours, and emergency call-outs with limited notice.
- Work may involve exposure to wet or humid conditions, outdoor weather, smoke, sparks, mud, airborne particles, chemicals, heights, and moderate to occasionally loud noise. Appropriate PPE and safety procedures are required.

Employment Requirements

- High level of integrity, reliability, judgment, and professionalism.
- Valid Georgia Driver's License and satisfactory driving record.
- Successful completion of required background screening, including access to sensitive information.
- Willingness to complete pre-employment and random drug screening as required by company policy.
- Ability to receive and maintain a security clearance if required for assigned duties.
- U.S. citizenship.

About the Location

Guardian Centers of Georgia is located in Perry, Georgia, in Houston County - a growing Central Georgia community known for its welcoming atmosphere, affordable cost of living, and convenient access to Macon, Warner Robins, and the surrounding region.

Houston County offers a strong mix of small-town character and modern amenities, including restaurants, community events, outdoor recreation, entertainment, and highly regarded educational and technical training opportunities. The area provides an appealing quality of life for individuals and families looking to establish both a career and a community.

With its central location, friendly communities, natural resources, and easy access to both rural and metropolitan amenities, Houston County offers an excellent place to live, work, and grow professionally.