

Facilities/Property Manager

Job Description: The Facilities/Property Manager will oversee the management and operations of all the physical facilities of the church - provide oversight and responsibility for the buildings, grounds, parking lots, equipment, building systems, general security, and housekeeping, ensuring the facilities are fully operational, safe, clean and neat. This position will be responsible for the areas listed below. This is a full-time exempt position with benefits.

Responsibilities:

- Manage contractors/volunteers and/or perform all work related to the maintenance and repair of facilities (including but not limited to building inspections, HVAC, plumbing, electrical, custodial, landscape, waste management, and security)
- Ensure all church facilities and grounds are well maintained and ready for Sunday services and weekday events
- Responsible for purchasing and maintaining supplies and equipment on an ongoing basis
- Serve as primary contact for facility-related emergencies.
- Ensure proper scheduling of set up and take down for meetings, special events, worship, weddings, memorial services, and otherwise as directed
- Manage lock-up schedule
- Work with appropriate agencies to ensure that buildings are safe and meet current code requirements
- Maintain expenditures related to the building, facilities, and grounds repairs and maintenance in accordance with the approved budget
- Schedule and coordinate work with outside contractors, as necessary
- Assist the church's audio-visual (AV) team with minor weekday technology needs
- Support IT projects which involve the physical building (wiring, internet access points, etc).

Qualifications:

- Knowledge/competency of the practices, methods, and equipment utilized in facility maintenance, construction, and repair activities; including skills and abilities related to plumbing, janitorial, electrical systems, painting, carpentry, construction, and heating and air conditioning systems. Basic understanding of IT and AV technology would be helpful.
- Knowledge of security practices and protocol related to facility management
- Knowledge of safety practices and applicable regulations
- Must be computer literate with knowledge in Microsoft Office software
- Strong interpersonal, analytical and problem-solving skills
- Demonstrate a strong work ethic and take initiative
- A degree from an accredited college/university is preferred (high school diploma or equivalency is required)
- Successful completion of a criminal records and child abuse background check, a valid driver's license and the ability to perform physical tasks that include step ladders, lifting and carrying supplies and moving tables/chairs.