

Job Title: Property Manager

Classification: Exempt full time (40 hours/week)

The person in this position will have varying hours depending on events and circumstances related to building use and maintenance. Typical workweek would include 4 weekdays and Saturday, depending on the needs of the DLD School, church ministries and Sunday morning worship set-up.

Salary range: Beginning at \$40,000 per year and above, depending on experience/ training

Supervisor: Business Manager

Position qualifications: Since Heights Cumberland Presbyterian Church deems its building and facilities as a ministry to the community that we have been called to serve, needing regular interaction with inside and outside groups who use our facilities free of charge, effective Christian witness is of utmost importance. A discernable relation to God through Jesus Christ, evidences of the fruit of the Spirit and lifestyle choices that reflect the Gospel are important for this position. This person should also have communication skills and have experience in working with volunteers. This individual is often the face of HCPC to those that use our facilities as well as the contractors that service our various maintenance needs, so a lifestyle that is in line with Christian ideals is important.

This person needs to be able to pass the standard background check, as with all other church employees, as well as current screening and protection procedures compliant with school and children interaction. This person will be interacting with the DLD School throughout the week, as well as children and youth ministries, so child safety is of utmost importance.

The person in this position must possess a high school diploma or GED, have a minimum of three years of experience in maintenance/ custodial work and supervision of other employees. This person needs to be able to lift 40 pounds and not be hindered in the use of numerous machines that provide maintenance, manipulation of furniture and supplies necessary for room set-up, take-down and re-supply kitchen and school needs.

The person in this position needs to have a basic understanding of electrical, plumbing, heating and air conditioning principles, cleaning and janitorial knowledge in order to effectively enlist and work with contractors that provide much of our maintenance needs. Skills in negotiating maintenance agreements and evaluation of contract fulfilment are important. An understanding of budget development and justification of budget expenditures are also important since this position oversees several budget line- items. Participation in yearly church budget development and operating within specified budget constraints are an important skill for this position.

Primary duties and responsibilities:

*Establish daily priority list of maintenance and any cleaning issues at church based upon daily scheduled activities.

*Schedule maintenance and repairs as needed, both individually completed as well as those repairs and maintenance issues that fall under any maintenance agreements.

*Coordinate with calendaring staff needed set-up and take down for groups meeting in the church.

- *Open and close the church facilities when that service is not provided by another staff or group.
- *Work directly with and manage custodial company and regularly evaluate and adjust cleaning responsibilities based upon building usage. The contract and agreements will be under this person's responsibility, as is the yearly evaluation and adjustment of services.
- *Work directly with any vendors related to maintenance agreements, contract work, or services. These include weekly lawn service, AC/ Heat, electrical, plumbing, fire suppression, maintenance agreements and scheduling. This includes soliciting bids as well as receiving and negotiating these contracts.
- *Be the contact for any internal remodel, painting, trimming that are done by church groups, youth ministry, stewardship, or covenant groups etc. All modifications of building and grounds are under this positions supervision.
- *Develop and submit yearly budgetary expectations for the line-items that directly impact or relate to facilities management, upkeep and operation.
- *Communicate to the Session, any reports or issues of facility condition or processes that they need to be concerned. The Session meets monthly and communication with this group is essential to unified ministry.

Staff expectations:

- *Each staff member is expected to be a strong team player with the rest of the staff and congregation, demonstrating a commitment to the church's vision, leadership and people.
- *Staff meetings are held weekly where all staff collaborate on accomplishing the greater mission of the church and coordinate efforts regarding upcoming events, programs and special projects.
- *Each staff member is encouraged to provide information for the church's regular communications, including Sunday bulletin, e-mail newsletter and social media announcements that promote transparency and cooperation in meeting the church's vision and respective ministries.
- *Each staff member works with their direct supervisor or Lead Pastor on yearly evaluations, job assessment and ministry development. The nature of this building's ministry to the outside community allows special opportunities for ministry other areas do not provide, thus at least a yearly evaluation of the stewardship of facilities is important.
- *It is expected that each staff member be intentional about communication, not only between staff but with the members of the congregation of HCPC.
- *At times, staff members will be called upon to fill other duties as needed to help achieve the mission of the church to glorify God and renew lives.