

CALVARY LUTHERAN CHURCH

(www.clwc.org)

POSITION DESCRIPTION

TITLE: Facilities & Property Manager

REPORTS TO: Senior Pastor

LIAISON MINISTRY TEAM: Church Council; Property Committees

BUDGETED: Part-time (15 hours) **REVIEW PERIOD:** Annually - July

EMPLOYMENT STATUS: Non-Exempt

POSITION SUMMARY: Management of all church property, maintain insurance (fire, liability and workers compensation), procurement of vendor services, building use and scheduling, and budgeting.

SPECIFIC RESPONSIBILITIES OF THIS POSITION:

- Oversee all church property management in conjunction with guidelines established by Church Council and the Property Committee ensuring the safe and clean operation, maintenance and repair of buildings, equipment and grounds.
- Contract with outside contractors for HVAC preventive maintenance and repair, lawn and grounds maintenance, snow and ice control, security and fire systems, elevator service, etc.
- Supervise the sexton and contract cleaning company to ensure on-site program support for all regularly scheduled and special functions.
- Prepare and distribute weekly task list for sexton and cleaner to supplement normally scheduled daily work activities. Provide six month projection of special activities (concerts, weddings, start/stop dates for schools, etc.).
- Maintain a working knowledge of all systems to include: HVAC, thermostats, fire, security, and emergency systems.
- Prioritize the scheduling of building usage to accommodate the needs of both internal (Calvary Church, Calvary Preschool and Christ the King) and external groups in conjunction with guidelines established by the Senior Pastor and Church Council.
- Schedule building usage with consideration for the most efficient use of space within heating and/or air conditioning zones.
- Responsible for procurement of cleaning, kitchen, bathroom and property supplies.
- Keep abreast of and ensure compliance with applicable facility ordinances including but not limited to kitchen use, fire code and building code inspections.
- Ensure proper insurance coverage is enforce for all church owned properties and handle all insurance claims in a timely and efficient manner.
- Function as administrative liaison to property manager for rental properties.
- Negotiate and manage contracts related to physical plant.
- Develop and maintain a plan with Facility Management Team that includes regular property maintenance as well as long-term capital projects and expenditures..
- Maintain a system for volunteers and community service person to participate and work on the church on a weekly basis.
- In connection with any of the above duties and responsibilities, the Facilities and Property Manager will engage Calvary members who can offer expertise.

- Maintain the computerized security system for opening and closing of building. Entails weekly updating of program depending on activities scheduled. May entail last minute modifications.
- Monitor freezer, refrigerator, range, ovens, and dish washer.
- Acts as head of the Facilities Maintenance Team (runs meetings, prepares minutes, etc.).
- Programs thermostats and security system on a weekly basis.
- On call for emergencies 24/7.
- All other duties as assigned.

BROAD RESPONSIBILITIES OF THIS POSITION:

- ❖ Be a Disciple, committed to growing in the Joys (Marks) of Discipleship
- ❖ Be a champion for the Mission of Calvary Lutheran Church, working with staff, leadership and congregation to articulate and live out in ministries, Calvary's witness to the Gospel of Jesus Christ
- ❖ Equip and encourage others to be disciples of Jesus.
- ❖ Encourage team ministry that promotes discipleship.

CORE COMPETENCIES:

- Committed to, and preferably experienced in, team ministry.
- Commitment to the mission and vision of Calvary.
- Demonstrated leadership abilities.
- Organization and communication skills
- Ability to empower and motivate others
- Sets a Christian example in his/her personal/family life.
- College degree preferred.
- Computer literate in Word, Excel, and email.

WORK EXPERIENCE:

- Building and construction practical knowledge.
- Knowledge of contracts, finance, and accounting.

NOTE: Each June, the position description will be reviewed for accuracy and updated.

Note 2: Some lifting and physical labor are required.