

Faith Lutheran Church

Property Manager Position

God gathers us as a family of Faith to nurture, inspire and share the love of Jesus with all people.

Faith Lutheran Church is seeking a motivated individual to join our team to serve in a part time position of property manager.

The ideal candidate will:

- Utilize the property team, volunteers and the custodial staff to care for our church home.
- As delegated by the Church Council the property manager will work closely with and report to the lead pastor
- As delegated by the Church Council the Property Manager will act as direct supervisor for Custodian and conduct annual evaluations
- Develop and revise facility policies and procedures as needed
- Develop, revise, monitor and implement the facility portion of the mission plan to promote appropriate utilization of resources both short (1 year) and long term
- Oversee and adjust the custodian hours based on necessary tasks, hours available, and established staffing requisites
- Negotiate with third party contractors for appropriate service type plans
- Schedule necessary preventive maintenance activities on a weekly, monthly, quarterly or annual basis to reduce wear and tear or breakdown of systems, including computer systems
- Coordinate outside vendors, when necessary, to meet on site, review system failures, request estimates, authorize and oversee repairs
- Triage after all major storm events and consult or report to our insurance company
- Communicate regularly with all staff members and participate in staff meetings to coordinate schedules and assure readiness of the facility for all activities
- Work with lay leaders and volunteer workers in support of regular activities and special projects including room setup for special or ongoing events
- Coordinate the care of the outside church grounds
 - Arrange for lawn mowing and snow removal
 - Ensure outdoor equipment is maintained
 - Organize Spring and Fall Clean-up Day including sprinkler clearing
- Develop or amend as necessary diagrams of locations of power, water, and gas turnoffs, plumbing cleanouts, fire extinguishers, and fire hydrants
- Ensure compliance with all applicable building codes and safety requirements
- Perform other duties, tasks and/or projects as assigned by the lead pastor or Church Council

The ideal candidate will have skills/strengths:

- Steward the mission and values of Faith Lutheran Church
- Must have excellent interpersonal skills that promote effective communication with parishioners, personnel, visitors, and the general public
- Clear communicator and strong at delegating to accomplish goals
- Must possess the ability to make independent decisions
- Must be able to plan, implement, evaluate, delegate, and collaborate effectively
- Must have critical thinking skills and the ability to effectively prioritize under varying budget realities
- Must be able to utilize Microsoft Word and Excel to communicate and provide budgetary updates.
- Ability to view the broad needs of the property and prioritize actions accordingly

Commitment and Compensation:

- Hourly wage of \$16/hr
- Expected commitment of 6 hrs. per week