

Position: Property Operations Manager

Principal Functions for this position

Coordinates the property needs of the church including event management, communication, and scheduling. Supervises the upkeep, security, maintenance of all buildings, equipment, grounds, and landscaping; maintains inventories, and supervises property personnel. Oversees planning for future facilities development in keeping with the program plans and needs of the church.

Reports to: Director, HR & Operations

Regular Duties:

- Oversee the custodial staff to insure cleanliness of the building; coordinate set-ups for worship services and meetings/events
- Coordinate with the appropriate committees, contractors and architects, as needed, to facilitate renovation, and to keep the church building current with codes
- Assist the Pastoral/Program staff to insure the building operations support the services ministries through support staff (ex. set-ups), guard service and “on call” bases
- Oversee the security of the building: supervising the security staff, assist Safety and Security Team, serve as key staff member in safety and security plan
- Respond to unexpected issues that occur which relate to property management and implement actions necessary to correct any problems
- Coordinate Columbarium usage and maintain records to the Columbarium. Maintain the Columbarium physical use and appearance.
- Coordinate and maintain telecommunications system which includes lines, voicemail and internet systems. Coordinate current greeting information.
- Coordinate weekly and seasonal landscaping work to correspond with the needs of the church; assess and maintain current plantings for overall good health; maintain irrigation and exterior lighting.
- Maintain Inventory: coordinate hospitality, janitorial, and maintenance supplies; coordinate and monitor purchasing of equipment; coordinate recycling program; have a working knowledge of all equipment that is jointly used by staff and insure their good working order; research more efficient equipment to save money and increase productivity.
- Supervise building engineer for the maintenance of mechanical, electrical, and life safety systems for safe and efficient operation. Ensure that preventative maintenance occurs on all major systems.
- Coordinate regular maintenance, and repairs as needed, for the church bus

- Maintain assigned budgets
- On call 24/7 for unexpected issues (ex: security alarm set off, system shut-down, etc.)
- Serve as kitchen manager of the commercial kitchen. Duties to include:
 - Help maintain policies for kitchen operations
 - Oversee cleanliness and health standards of the kitchen and all equipment and fixtures in accordance with established guidelines, particularly government health licensing
 - Review kitchen policies with all users (kitchen agreement)
 - Train caterers, members, etc. on the use of the equipment
 - Attend monthly Food Service Committee meetings
- Attend meetings related to area of ministry (Trustees, Building & Grounds, Ministry Table, staff, etc.)

Job Specification:

- Organizational and communication skills
- Supervisory skills
- Interpersonal skills
- Knowledge of contract writing and implementation
- Basic understanding of mechanical, electrical, and life safety systems
- Commercial kitchen licensing
- Negotiation skills
- Microsoft Word, Excel, and Google Mail
- Church or property management experience is a plus
- Ability to drive church bus

Working conditions

- Physical Demands: Standing or sitting for long periods of time; climbing stairs to the roof, balcony, or other areas in facility; walking 123,000sq.ft. facility and grounds to inspect equipment and supervise building engineer and contract labor; reach with hands and arms (occasionally overhead), stoop, kneel, and occasionally lift or carry or otherwise move and position objects weighing up to 25 pounds.
- Generally well-lit, heated and/or air-conditioned indoor office setting with adequate ventilation. The position sometimes require walking or standing outside in all types of weather.
- Moderate noise level.
- Communicate with staff, members, vendors, and guests by phone and email
- Continuous work on computer to carry out daily tasks.

STATUS/HOURS:

Full-time Position: Exempt/Sunday-Thursday, occasional evenings, weekends, and holidays (Easter and Christmas Eve services) for meetings and special events. On call 24/7 for emergencies and for security as needed.