

Property Manager – part-time, paid staff

Principle Function and Primary Responsibilities

The principle responsibility of this role is the care and function of all facilities to ensure the highest and most effective use to meet the ministry functions of the church. The position functions in two primary roles: first, as a manager who directs and develops the facilities team (both staff and volunteers) and, secondly, as an experienced contractor with a “tool belt” to bring hands-on skills for maintenance and repair needs. These two roles combine into one position to bring competent leadership for the appearance, cleanliness, maintenance and security of the building, systems, equipment, and grounds for all properties of Good Shepherd.

- Oversee the needs of all Good Shepherd property and grounds (lawn care, snow removal, building security, etc.)
- Create a team of volunteers at each campus to oversee maintenance needs; plan campus work days.
- Maintain inventory of building supplies to include ordering, distributing to the proper campus and ensuring it is put away.
- Manage relationship with vendors to include janitorial service, insurance and other building related vendors.
- Manage the campus security systems.
- Complete minor maintenance work as availability and skill allow.
- Schedule HVAC based on the meetings/events and needs of the church. Plan in advance for meetings that are on the calendar.
- Ensure proper maintenance and repair of all equipment.
- Ensure rooms are set up for all meetings.
- Lead all renovation projects.
- Track and manage utilities.
- Conduct annual evaluations of the custodial, lawn care and snow removal contractors.
- Work in cooperation with Little Lambs Preschool on health and fire inspections.
- Ensure properties and buildings meet city codes.
- Other duties as assigned.

Qualifications

- A follower of Christ and growing in his/her faith
- Committed to the ministries and mission of Good Shepherd
- Strong interpersonal skills
- Previous experience working with church trustees and outside vendors
- Knowledge of safety and health regulations
- Flexible schedule to be available at any time as building needs arise

Hours and Lines of Communication

- Part-time, paid staff, 20 hours per week
- Reports to Executive Director