

Main Street United Methodist Church
Property Manager, Job Description
Revised April 2020

Position Summary: The Property Manager will work with the Pastor and other staff to see that all areas of church property and equipment are maintained. The position requires the ability to perform preventive maintenance, needed repairs/service, and regular facilities' inspection, as well as to document and oversee contracted labor. Custodial responsibilities will not only include monitoring the part-time, contracted cleaning service but also may include cleaning when necessary. This person will also be responsible for overseeing vehicle maintenance (such as fluid levels), stocking all dispensers (soap, paper towels, toilet tissue, etc.), removing all trash, and dumping trash and recyclables in the appropriate outside receptacles and placing on the street for pick-up. The Property Manager will ensure that the facilities are made ready for any and all functions, such as weddings, funerals and/or meetings, worship services, and dinners. This is a part-time-salaried position (PT-S described in MSUMC Policies and Procedures document), and if the manager receives emergency calls which requires onsite attendance after his/her scheduled work hours would earn compensatory time.

Accountability: The Property Manager is evaluated by the Staff/Pastor Parish Relations Committee and, on a daily basis, is directly accountable to the Pastor, who is responsible for evaluating, monitoring and supervising the Property Manager. A good working relationship is expected with all staff and it will be very important to keep the Pastor and the Trustees informed of needed repairs and expenditures. The Property Manager will be expected to attend staff meetings set up by the Pastor_ The Trustees may provide requests to the Property Manager and receive input from the Property Manager concerning the maintenance and repair of church property and equipment.

Essential Job Functions:

Maintenance -

- Facilitates a plan for church property maintenance that includes improvements, grounds, utilities, mechanical/electrical systems, equipment, and vehicles. Church property includes the areas of the sanctuary, atrium, office wing, fellowship hall, daycare buildings, church grounds and, if needed, at the parsonage.
- Documents repairs needed and all repairs completed and inspects the work done by all outside contractors.
- Performs preventative maintenance, troubleshoots, and performs repairs as qualified.
 - Inspects, repairs, and replaces electrical switches and receptacles, light fixtures, etc.
 - Provides plumbing services, which include toilet maintenance and the unclogging of drains.
 - Repairs furniture, wall damage, windows, stairs, and flooring.
 - Completes minor carpentry work.
 - Monitors the facilities for possible roof leaks and gutter maintenance and takes appropriate action.
 - Monitors pest control services.
 - Resets timers for outside lighting on a seasonal basis.
 - Replaces light bulbs and damaged ceiling tiles as needed.

- Performs touch-up painting when needed.
- Performs minor appliance repair **when needed**.
- Places and removes outside temporary signage and decor when requested
- Assists and/or oversees snow removal from sidewalks and parking lots.
- Completes all duties in a safe manner, complying with Federal, state, and local codes and regulations, including OSHA and EPA. If unsafe conditions exist, notifies appropriate personnel and takes appropriate alternative action to assure everyone's safety.
- Manages the purchase and inventory of maintenance and cleaning supplies.
- Evaluates the services being rendered by vendors and outside contractors to help determine if MSUMC is receiving quality work at a fair and reasonable cost.
- Schedules and coordinates required safety inspections (elevator, fire extinguishers, etc.)
- Examine the facilities, identifying jobs that could be completed by volunteers. Work with the appropriate church staff to line up volunteers and then organize and direct the completion of the task (Example: paint a room).
- Performs other duties assigned by the Pastor or his/her designee.

Custodial —

- Monitors all areas that are cleaned by the contracted cleaning service. Additionally, if cleaning is needed in any area, it will be the manager's responsibility to resolve the issue in a timely manner. Will be responsible for evaluating the contracted cleaning service and making a recommendation whether to renew the contract prior to December 1st of each year.
- The parking lot and all facility entrances and exits, especially entrances to both the atrium and day care facility, need to be cleared daily of trash and debris.
- Stocks all dispensers with needed supplies.
- Oversees all vehicle maintenance, being sure all vehicles have proper fluid levels of oil, wiper fluid, and fuel and that tire pressures are checked and at the correct level for safe driving.
- Ensures that vehicles have sufficient fuel for Sunday use and CAPS Night Stay Program.
- Removes all trash and recyclables daily (including the day care kitchen trash after lunch) and places it in the appropriate outside receptacles. Places the receptacles at the collection site for weekly trash and every other week recyclable pick-up.
- Performs any lifting or moving tasks such as, setting up tables and chairs, furniture, lifting supplies and equipment, etc.
- Performs minor landscaping duties such as, the removal of fallen tree limbs, trash, leaf and other debris located on church property.
- Runs errands, as requested, that do not interfere with immediate maintenance situations.

Qualifications, Knowledge, Skills, and Abilities:

- Prefer high school diploma or equivalent but not mandatory.
- Has work experience in building maintenance, custodial, and /or housekeeping. This is preferred but not required.
- Has a current driver's license with a clean driving record. The individual may be employed pending his/her providing a DMV driving record report.
- Has a general knowledge of building maintenance, general carpentry, plumbing, electrical, and custodial skills.

- Has the ability to become familiar with all aspects of the facilities and systems.
- Can maintain documentation of all preventative maintenance items and repairs performed.
- Can attend evening trustee meetings or provide reports, as requested.
- Can pass a criminal background check.
- May be requested to pass an occupational physical prior to employment.

The Property Manager position is largely an unsupervised position and requires self-motivation, accountability for time and expenses, and a high regard for integrity. This person should constantly look for projects, repairs, and needed cleaning without being instructed or informed. Routine checks of all areas of the church property are vital.

Daily expectations of the Property Manager based on the current needs at MSUMC:

- Arrives at work by 8:30 a.m.
- Unlocks doors as necessary.
- Walks the interior and exterior perimeter of the church property identifying areas needing attention. All trash and debris should be removed from the entrances to the day care and atrium and upper and lower parking lots.
- Checks the church calendar for the day's scheduled activities that may require any set-up of equipment or furniture.
- Checks with other personnel for any immediate needs or requests.
- Checks personal interoffice mailbox for daily mail and any requests for repairs.
- Makes phone calls to repairmen, contractors, etc. to schedule service and oversees any repairs being completed by outside contractors. After work completed, requests a scope of work and any parts replaced, including any parts under warranty. Set up a filing system to monitor repairs.
- Uses input from all of the above items to design a daily, weekly and/or monthly schedule to address all needs.
- Attends to paperwork, such as, invoice approval, correspondence, filing, etc.
- Performs needed maintenance items for the day.
- Possibly manages volunteers in completing planned facility maintenance.
- Checks church calendar for evening activities that may require set-up of equipment or furniture.
- Checks church vehicles for needed maintenance or fluids. This check would be done on a weekly basis or as needed.
- Removes all trash and recyclables daily from the building.
- On the appropriate day/s, evaluates the performance of contracted cleaning services and documents communication with the off-site cleaning service supervisor.
- Leaves at 1:30 p.m. without a lunch break or remains until 2:00 p.m. with a 30 minute unpaid lunch break.
- If needed, will report to church property to address any emergency and maintains a record of time spent after hours dealing with the issue. Time spent on emergencies that occur after normal working hours will qualify for compensatory time off.
- Works five hours per day, five days per week (Any other work schedule would have to be approved by the Pastor and the SPRC would need to be notified of any permanent changes).

Updated April 2020

Employee Signature: _____

Pastor Signature: _____

SPRC Signature: _____

Date: _____