

POSITION DESCRIPTION: PROPERTY MANAGER (Part-Time Nonexempt)

PURPOSE: To oversee the maintenance and use of the Southminster Presbyterian Church property in order to maintain its assets and value.

ACCOUNTABILITY: The Property Manager reports to the Pastor/Head of Staff.

WORK WEEK: This position is for an average of up to 15 hours per week. A time sheet will be recorded by the Property Manager, submitted to the supervisor, and turned in to the Financial Secretary weekly.

BENEFITS: Benefits will be according to the policies for nonexempt employees as set forth in the Personnel Policy Manual.

RESPONSIBILITIES:

1. Oversee the job functions and responsibilities for the Sexton and the third-party cleaning service. Serve as back-up, if/as needed, for the Sexton during illnesses and vacations.
2. Be accessible for requests and needs of staff, volunteers, visitors, and members of the community.
3. Provide general clean-up and light-duty trimming, painting, and maintenance of buildings; clean-up of roof and roof drains; control of weeds, trash, and varmints; and clean-up and maintenance of the kitchen and of the Pavilion.
4. Provide general maintenance as needed for lights, doors, water leaks, painting, hanging of pictures and bulletin boards, etc.
5. Understand and maintain the HVAC computer systems and filters at the Church and notify the appropriate company for necessary repairs.
6. Work with outside companies concerning any needed building or equipment repairs which are beyond the expertise of the Property Manager or volunteers.
7. Oversee Building and Grounds improvement projects; request three estimates on jobs of \$1,500 or more.
8. Be available 24/7 for emergencies that may occur concerning the Church property.
9. Assure that the staff is aware of and adheres to building security requirements.
10. Work closely with the Sexton and, if/as necessary, meet with persons or groups wanting to use Church facilities. Assure that security is provided for large groups (50 persons or more) using the Church facility.
11. Set up audiovisual equipment as needed.
12. Attend weekly staff meetings. Be available to meet with the Building and Grounds Committee or other committees, councils, or the Session as needed.

POSITION REQUIREMENTS:

- Possess basic skills in supervisory management, money management, recordkeeping and organization, and personal computing.
- Have intermediate mechanical, building construction, and grounds maintenance knowledge.
- Be able to work effectively with staff and with lay leadership.

RELATIONSHIPS: The Property Manager is a member of and relates to the staff, especially the Pastor/Head of Staff, and works closely with the Building and Grounds Committee. The Property Manager supervises the Sexton and the third-party cleaning service.

EVALUATION: Performance evaluation and salary review will be conducted annually by the Pastor/Head of Staff with participation by a member of the Building and Grounds Committee and a member of the Personnel Committee.

APPROVED: November 10, 2008

EFFECTIVE: January 1, 2009

SIGNED BY INCUMBENT:

_____ Date: _____