

POSITION: **FACILITY & PROPERTY MANAGER**

RESPONSIBLE TO: Senior Pastor

POSITION SUMMARY:

The Facility & Property Manager is responsible for maintenance, upkeep, use and safety of the property, buildings, infrastructure and equipment of West Side Baptist Church. Duties are performed under the general supervision of the Senior Pastor. Responsibilities are accomplished through the coordination and interaction with staff, church volunteers, relevant church groups, and outside entities.

RESPONSIBILITIES:

Duties listed below are intended only as illustrations of the various work to be performed. This is not an all-inclusive list, and omission of a specific task does not exclude it from this position if the task is similar, related to or a logical assignment to this position.

1. Ensure property, building, infrastructure and equipment is maintained in a safe and clean condition, available for use when needed.
2. Coordinate proposals, bids and contracts for maintenance and repair of property buildings, infrastructure and equipment.
3. Coordinate maintenance and repairs; provide oversight for work on property, buildings, infrastructure and equipment conducted by contracted vendor or volunteers.
4. Conduct a comprehensive review of church property, buildings, infrastructure and equipment annually to develop/update a capital improvement plan identifying short-range, mid-range and long-range needs. Conduct a visual inspection of all church property, buildings, infrastructure and equipment quarterly to identify immediate maintenance needs. Present findings to Senior Pastor and Church Council.
5. In conjunction with staff, church volunteers and outside entities, review and approve the use of property and buildings, to include details related to responsibility for setup and breakdown of activities.
6. In conjunction with the Trustees, annually review liability/casualty insurance coverages and provide recommendations for modifications.
7. Coordinate preparation of budget related to property, building, infrastructure and equipment needs.
8. Coordinate the development and revision of policies and procedures related to safety and security for church property, buildings and events.
9. Coordinate training and education for staff, volunteers and congregation related to safety and security policies and procedures.
10. Maintain up-to-date records for property, building, infrastructure and equipment warranties, maintenance and vendor contracts.

Note: This job description will be reviewed and/or revised as needed by the Senior Pastor annually to reflect changes in responsibilities.

11. Maintain up-to-date records as required by any federal, state or local regulation related to property, buildings, infrastructure, safety or security.
12. Serve as the primary point of contact for all compliance inspections.
13. Assist with special projects and perform other duties as assigned by the Senior Pastor.

SUPERVISION AND COMPENSATION:

1. Responsible to the WSBC Senior Pastor, or in the absence of a Senior Pastor, the Personnel Group.
2. This is a salaried full-time position with approximately 40 hours per week.
3. Work schedule will be coordinated with the Senior Pastor.
4. Salary to be recommended by the Personnel Group based on experience and qualifications.
5. Benefits provided as listed in personnel policies for non-ministry full-time employees.

QUALIFICATIONS:

1. A graduate of a four year college or associates program, or a strong history of experience in management, with knowledge of building operation and maintenance requirements and knowledge of safety and security regulations and practices.
2. Experience in Microsoft Office, calendars, website and email programs.
3. Possess excellent planning, organizational and communication skills.
4. Have exceptional leadership skills, capable of effectively delegating and managing responsibilities.
5. Possess good interpersonal skills, including the ability to work with volunteers and external contacts with courtesy, sensitivity, and good will.
6. Be able to read, understand, interpret, and explain safety and security regulations, and stay current with laws, rules, and regulations as they relate to this position.
7. Demonstrated commitment to the Christian faith and willingness to support the vision and mission of WSBC.
8. Must be available and on premises during Sunday morning worship and other activities as required.
9. An active member of West Side Baptist Church or a like-faith church. Active membership at West Side preferred.