

The New York Avenue Presbyterian Church

Facility Manager

Position Description

Background:

The New York Avenue Presbyterian Church was founded in 1803, making it the oldest faith community in the city of Washington. Several US Presidents have regularly participated in our services. The church is particularly known for its connection with Abraham Lincoln, of whom we possess several significant artifacts. Our building has frequently been used for gatherings that have influenced social policies in this country. From the civil rights and antiwar campaigns of the 1960s and 70s, the continuing fight for gender and gay rights, and inclusion of all in the bounty of this rich nation up to the Black Lives Matter movement of today, this church has stood in the public square for God's justice and love.

During the week, the church is home to several social service programs, a day center for people experiencing homelessness, and youth education activities. On weekends, we often provide hospitality for many of the large-scale protests that march to the nearby White House and Lafayette Park. We continually look for new ways to serve Christ by serving others in the nation's capital.

We have been conducting worship services at 1313 New York Avenue, NW, in Washington, DC since 1820. The current structure was erected in 1950. The total building space encloses 61,000 gross square feet on five levels. We can seat 800 people for events in our sanctuary. The building has had several renovations. Most recently the sanctuary was reconstructed in 2009. The original HVAC system is being replaced with completion scheduled by June 2021. We have recently been awarded a large grant from DC Homeland Security to upgrade our security systems. Our facility issues are typical of what would be expected in a 70-year-old building. Creativity and persistence are required to assure that older finishes and systems continue to serve the mission of this active Christian community.

Purpose of the Facility Manager:

Responsible for ensuring that The New York Avenue Presbyterian Church (NYAPC) facility:

1. Complies with building and safety standards
2. Operates efficiently
3. Observes and enforces all contract requirements to the church's benefit
4. Maintains necessary records
5. Prepares for all scheduled events
6. Selects and supervises a staff that is prepared to effectively support the above in a manner that promotes customer satisfaction

These responsibilities will be accomplished by properly hiring and training staff who are knowledgeable and capable to complete specific tasks within budget and support customer satisfaction.

Duties:

This position will assist church leadership and its pastors in managing the entire church facility at 1313 New York Avenue, serving as the primary leader on the ground, inside the building, week in and week out.

1. Maintenance, Cleaning, and Special Projects

- Create and execute a yearly building maintenance calendar
- Manage all current and ongoing maintenance contracts
- Work with the Board of Trustees to contract additional professionals for repairs as needed
- Inspect the building frequently for signs of damage, failing systems, or wear
- Manage the request-for-proposals (RFP) process for all building projects, submitting them to Trustees for review and approval
- Develop relationships with area contractors and have companies to recommend to the Board of Trustees
- Serve as the church/owner's Project Manager for large-scale maintenance and building projects
- Oversee the work of all outside contractors, inspecting jobs in progress, and when completed satisfactorily, ensuring invoices are signed by appropriate staff and lay leaders
- In conjunction with the Board of Trustees and the Finance Committee, develop a 10-year financial plan for building upkeep and improvements

2. Manage Building Tenants

- Develop relationships with current tenants, ensuring their positive customer experience and that they follow the terms of their lease/license agreements regarding building use and maintenance
- Ensure that tenants are provided with proper utilities
- Address and resolve tenant building use and maintenance complaints, problems, and requests, working with the Board of Trustees

3. Disaster Preparedness and Safety

- Oversee security, fire prevention, and all other safety systems
- Responsible for managing internal and external building signage
- Ensure disability access
- Draft and update emergency plans and evacuation procedures and work with the Board of Trustees to communicate and train the congregation
- If needed, assist with emergency responses and evacuations occurring within the building

4. Custodial Staff Supervision

- Responsible for hiring, training, and supervising all building/custodial staff
- Oversee scheduling and employee records for all building/custodial staff
- Convene regular meetings with custodial staff to work on team building, communication, and expectations

5. Administration

- Responsible for information technology infrastructure for administration, including connectivity (internet, networks)
- Maintain records of building repairs, improvements, and inspections, ensuring their accessibility to the Board of Trustees and staff
- Attend weekly staff meetings
- Serve as the primary staff person for the Board of Trustees, attending their monthly meetings, supporting the board chairs, and recruiting for and supporting the Building Committee

- Monitor building maintenance and improvement budgets
- Monitor expenses on monthly reports to assure that costs are being properly recorded and paid and warranties are honored
- Work with the Finance Manager and vendors to resolve any budget discrepancies

Characteristics/Qualifications:

A manager with at least five years' experience in building maintenance or management, preferably in a service organization or with strong customer-service orientation. Two years' successful supervisory experience. Able-bodied. Excellent communications skills. The ability to work independently and as part of a larger team. A person who supports the mission of the church. A college degree is highly desirable.

Supervisor:

Senior Pastor/Head of Staff (*currently Transitional Pastor, Rev. Dr. Heather Shortlidge*)

Salary:

Competitive and commensurate with experience for this full-time, onsite position (Monday-Friday, 8:00/9:00 am-4:00/5:00 pm, subject to shelter-in-place recommendations and regulations); benefits included. Target salary near the region median of \$65,000 to \$78,000.

Applications are encouraged from candidates of any religious background; membership in this or any congregation is not a prerequisite for this position. We do not discriminate based on religion, gender, race, ethnicity, or sexual orientation. Please send your resume with a cover letter describing how your experience fits the needs of the church for a Facility Manager to personnel@nyapc.org.