

Property and Facilities Manager

Introduction

The Capitol Hill Presbyterian Church is looking for a motivated, hands-on Property Manager for our historic church and its grounds. Located in the heart of Capitol Hill, DC, CHPC's property is used for events, schools, and other groups. The Property and Facilities Manager is the go-to person for ensuring our entire property is welcoming and well-maintained. Scheduling and overseeing contractors; ensuring regular maintenance; and even jumping in to fix a leaky faucet are all part of this position.

This job will not be at a desk! An engineering/facilities background is preferred, but not required, and continuing education funds will be available. A flexible schedule, benefits, and a positive work environment are all waiting for you! Please submit your resume to admin@capitolhillpreschurch.org. 202.547.8676

Overview

The purpose of this document is to provide a summary description of the job Property Manager at the Capitol Hill Presbyterian Church.

The position is a 30 hour per week position at \$50,000/year with a \$10,000/year medical reimbursement. Vacation and sick leave are also provided.

1. Facilities & Property Management (75%)

Provide daily administration and management of the church facility and property. Maintain a good working relationship with church contractors and solicit proposals for work at the church.

Develop (in cooperation with the Facilities Elder and Facilities Committee) a list of projects for the upcoming year that will maintain the facility, add to the safety and security and welcome of the buildings and grounds, and prepare the church for the future as well as can be determined.

Participate in on-going major projects to meet the vision and mission of the Capitol Hill Presbyterian Church as it moves forward into the near and long-term future.

Provide hands-on maintenance and repair within the scope and capacity of the Property Manager

Coordinate with the Church Administrator and the Space Use Committee on building usage.

2. Finance/Budgeting (10%)

Insure that all Facilities Ministry accounts stay within budget, explain variances, and/or provide documentation of additional funding request using proper channels (Facilities, Personnel and Admin, Session) to incur expenses beyond the budget.

Develop in cooperation with the Facilities Ministry, Personnel and Administrative Committee and Finance Committee a budget for the upcoming year that meets the needs of the facility. Monitor the budget monthly.

Review contract anniversary dates and do comparison bid when needed, as well as bid new work to be done.

3. Interpersonal relationships (10%)

Staff – work cooperatively with co-workers and clergy to further the mission of the church.

Congregation – serve the congregation and be available to all members of the congregation as a resource and advisor.

Community at Large – Be an ambassador of the church in the community and work effectively with church vendors and visitors.

Develop strong working partnerships with other congregations, vendors and the public in general.

4. Personnel Supervision (5%)

Oversight of the custodial contract workers (with the Pastor)

Measurements: (Review conducted by Pastor and Personnel Representative)

Finance/Budgeting – Annual budget reports, project cost, financial records.

Property Management – quarterly review of facilities project/financial status.

Interpersonal relationships – survey, interviews with at least 3 staff members including Sr. Minister. Survey, interviews with at least 3 members of the congregation. Solicit vendor, community input where available.