

Position Summary

The building manager position is responsible for the security, maintenance, and routine cleaning of the church building and grounds. The building manager supervises other part time staff and interacts with the congregation and the public. The position involves responsibilities occurring seven days a week so the building manager is expected to budget their time to accomplish all work within and approximate 30-40 hour week. Qualifications include building management experience, personnel management experience and basic computer skills. The building manager reports to the senior pastor. The night custodian, student custodians and outside contractors will report to and be supervised by the building manager.

Responsibilities:

- Create and maintain records of building maintenance program
- Engineer operation and maintenance of all building systems including identification and supervision of repairs performed by outside contractors
- Assure the building meets safety and security requirements
- Act as first emergency contact for the alarm company, fire and police departments
- Clean and refurbish the church facility either directly or through supervising others
- Open and close the building seven days per week either directly or through supervision of others
- Prepare building facilities for all church programs and for all rental functions
- Solicit proposals for major facility upgrades requested by trustees
- Provide oversight of major facility upgrade projects
- Purchase all building maintenance supplies
- Code bills received for payment and submit these bills for following established procedures
- Assist in preparation of annual maintenance budget and track budget expenditures
- Hire, train, review, supervise and terminate (if necessary)
- Review, negotiate and audit utility usage contracts
- Assure that all policies of the Illinois Department of Labor are followed with respect to employment of students under the age of 16 who require work permits
- Attend weekly staff meetings
- Attend monthly trustee meetings

Accountability

The building manager reports to and is supervised by the Senior Pastor. Custodians and outside contractors will report to and be supervised by the building manager

Salary range \$45,000 - \$55,000 annually.

Interested parties should contact: Dave Cooper, Staff Parish Chair at cooper738@comcast.net