

TRINITY UNITED METHODIST CHURCH
Job Description

Title: Property Manager

Reports to: Business Administrator/Treasurer
Senior Pastor

Oversight team: Lay Personnel Ministry Team

1. The Property Manager (PM) shall bear responsibility for the care of physical church property including grounds, in coordination with the Board of Trustees, volunteers, vendors and church staff.
2. Tasks shall include:
 - a. Walk campus and buildings every scheduled work day to check needs or problems, communicate with appropriate parties, and develop a plan to address the needs.
 - b. Coordinate and see to the implementation of maintenance, repair or replacement of machines, heating and cooling units, fixtures, alarm system, etc.
 - c. Recruit, instruct and deploy volunteers to perform tasks of property care in accordance with their skill level.
 - d. Maintain and assure updating of safety, security, fire, and first aid equipment.
 - e. Be responsible for proper maintenance, ensuring registration, insurance, and care of all church vehicles.
 - f. Ensure compliance with all fire and safety regulations; coordinate inspections as needed.
 - g. Assist in ordering and straightening of rooms for group use, including moving tables, chairs and other items as needed.
 - h. Monitor church budget and maintain expenditures below specific line items related to property care.
 - i. Work in conjunction with the church sextons as needed.
 - j. Call and supervise vendors for repairs needed in coordination with Trustees/Business Administrator. Keep a record of all vendor work on the property.
 - k. Shows property spaces to interested persons who may wish to use them.
 - l. Serve as a liaison with church groups and outside groups using church facilities. Post & update written guidelines for use of all kitchen equipment.
 - m. Attend monthly staff meetings.
 - n. Coordinate vendors for lawn care and snow plowing; serve as liaison with same.
 - o. Maintain log book for basin drainage system.
 - p. Other duties as assigned by supervisor.

Hours: 12 hours per week, to include being on call to assist outside organizations with facilities set up / break down.

Salary: \$12,000 annually