



## Property Steward

### **Reports to: Building Committee**

Status: 18-24 hours per week

### **JOB SUMMARY**

The Property Steward position is an “at will” and a non-exempt position under the Fair Labor and Standards Act (FLSA) and state labor law.

The Property Steward is both a worker and a supervisor responsible for the condition and security of the church building and maintenance of the grounds of the property. Also included in the responsibilities are the various systems of the building such as heating, electrical, plumbing, sprinkler, alarms and elevator.

**Building Maintenance:** The Property Steward is the first line of maintenance and repair to ensure functionality of systems and structures such as:

**Electrical** - repair and replacement of fixtures, replacing lightbulbs;

**Plumbing** - minor sink/toilet clogs and faucet drips, minor bathroom cleanup;

**Carpentry** - minor repairs; replace broken window-glass.

**Painting** - touch ups and larger areas.

**Grounds Maintenance:** responsible for routine mowing, trimming, weeding, leaf raking and snow and ice removal

**Operations and Security:** as leader and a part of the team responsible for opening and closing the Church for Sunday services and other events each day the Church is open. Will make ready the Chapel and sanctuary for Sunday services as described in the Sunday Morning Checklist and tasks described in the Monday - Saturday checklist.

**Contractor scheduling and oversight:** retaining and supervising contractors for building and grounds maintenance and repair beyond the capability of the Property Steward, including for example, snow plowing, tree pruning, plumbing electrical carpentry and building repair.

**Janitorial/Cleaning:** Light work plus oversight of contractor or other staff/volunteers performing such duties.

The Property Steward will:

- Report to the Building Committee;
- Obtain Building Committee approval of expenditures for materials, tools and outside contracting.
- Develop, update and follow systems inspection and maintenance schedule and enters same into a spreadsheet on the Church computer system;
- Ensure implementation of maintenance schedule; keep maintenance logs and reports of daily activities.
- Perform seasonal change over duties from heating to cooling and cooling to heating and monitor systems performance;
- Represent FCCB in interactions with regulatory authorities;
- Maintains a list of vendors and contractors and enters same on the Church computer;
- Ensure compliance with health and safety policies regard work;
- Experience planning maintenance operations;
- Maintain a paper record of each of the above;
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

High School diploma or GED.

Significant experience in property management, maintenance, general contracting, or other technical field.

## **CORE COMPETANCIES**

- 1 Has knowledge of building systems and the ability to perform repairs while knowing when it is appropriate to seek outside assistance from paid and unpaid help. Is able to learn about new equipment and technologies that may improve the quality of the building.
- 2 Excellent communication and interpersonal skills; open to taking direction and constructive suggestions.
- 3 Proactive, deals promptly, efficiently and effectively with the tasks and challenges of the job.
- 4 Collaborative leader/worker, a team player who communicates clearly and works constructively with staff, volunteers and contractors.
- 5 Able to work with and manage volunteers to complete projects; is skilled at defining tasks and expectations with volunteers and tracking progress.
- 6 Able to supervise multiple employees and volunteers regarding security function, including hiring, training as necessary, scheduling and general oversight.
7. Interacts with contractors effectively, excellent ability to assess the quality and cost effectiveness of their bids and to supervise their work.
8. Has a working knowledge of Microsoft office software to prepare reports and explain building challenges in order to facilitate good decision making by proper parties.