St. John's Episcopal Church, Lancaster, PA

JOB TITLE: Property Manager (Part Time)
SUPERVISOR: Rector
COMPENSATION: This is a part-time salaried position of $25,000/year with an expectation of 16 hours/week, with 2 weeks of PTO, to be scheduled with the rector.

GENERAL JOB DESCRIPTION:

The purpose of the Property Manager is to perform basic preventative maintenance and repairs; elicit estimates from contractors and oversee projects; set up campus spaces for use as needed; oversee rental groups.

MAJOR DUTIES AND RESPONSIBILITIES:

- Perform routine maintenance and basic repairs
- Serve as liaison contact for contractors engaged to perform work at the church
- Monitor and maintain security systems (elevator, fire safety, kitchen inspections)
- Monitor heating/cooling thermostats/ Airstage Cloud Wireless controller
- Schedule door schedules and create access fobs as needed
- Make sure all tools are properly organized, maintained, and stored appropriately
- Attend Property Committee meetings
- Keep Property Committee Chair and Rector advised of dangers/concerns about the condition and maintenance of buildings and grounds.
- Maintain the church lawn/grounds
- Set up tables/chairs for special services as requested by Rector/Staff
- Coordinate with the custodian to ensure the property is maintained and cleaned.

Note: This description is not intended to include all responsibilities. Additional responsibilities may be assigned, and existing duties may be adjusted at any time.

KEY COMPETENCIES:

- The ability to communicate, comprehend and carry out instructions, short correspondence and memos.
- The candidate for this position must have adequate reliable transportation.
- The candidate must be a self-starter, capable of taking initiative while at the same time being responsible and accountable to other staff members with whom he or she will be working.
- The ability to safely work with power tools such as drills, mower, floor buffer, etc.
- The ability to climb steps and ladders as well as to bend, pull and push.
- The ability to carry and lift up to 50 lbs.

QUALIFICATIONS:

- High School diploma or GED
- Work experience in a church or other ministry setting is preferred.
- Minimum 3 years Maintenance/Property Management experience is preferred.
- Candidates for this position must complete a required background check.

Interested candidates can apply by sending a cover letter and resume to amanda@stjohns-lancaster.org