1/18/2024

SWARTHMORE PRESBYTERIAN CHURCH
Position Description

Title: **Manager of Buildings and Grounds**

Type of Position: Salaried and part-time, 20 hours per week and on call

Overview and Position Summary:
Swarthmore Presbyterian Church (SPC), a congregation of the Presbyterian Church (USA), is a vibrant and growing church community, with approximately 650 active members. SPC is seeking a new Manager of Buildings and Grounds, responsible for the sound operation of existing facilities and the implementation of projects to maintain and enhance the quality and functionality of buildings and grounds of the church, the Nursery Day School, and the ABC (A Better Chance) House. A well-maintained, safe, and clean campus is integral to the hospitality of SPC as well as its stewardship. Working closely with the Property Committee of SPC, the Director of Business Administration, and the Director of Swarthmore Presbyterian Nursery Day School, the Manager of Buildings and Grounds manages the property of SPC, develop and maintain budgets and schedules for routine maintenance, continue and expand the church's energy savings programs, oversee all capital projects, work with the church's Health and Safety Committee to maintain building safety systems, and oversee the care of buildings and grounds, including mechanical, plumbing, electrical and fire protection systems, the watering of grounds, office equipment, AV systems, and other related areas. The work culture is highly collegial and supportive and requires a high degree of responsibility and commitment to the mission of the institution.

Requirements and Skills: Skills in carpentry and maintenance are required. Familiarity of the trades, such as plumbing, HVAC, and electrical is highly desirable. Experience with project management is necessary. The ideal candidate for this position would also have strong communication skills, written and verbal; high interpersonal skills, with the desire and ability to engage the congregation and to work appreciatively with volunteers; skill in the use of technology, including audio, video, and livestreaming systems; and be detail-oriented, nimble, and resourceful. The person will be highly organized and tidy, exhibit consistent professionalism, and practice conscientious stewardship of the church's resources. The ideal candidate would be able to use Office 365 (Word, Excel, Publisher, Outlook, PowerPoint) and is able to learn to use new applications as needed. While the position is part-time, the person would be quickly responsive to situations as they arise.

Reporting Relationship: Working closely with members of the Property Committee, Director of Business Administration, Parish Administrator, Office Manager, and Director of the Nursery Day School, the Manager of Buildings and Grounds reports to and is accountable to the Pastor/Head of Staff.

Responsibilities: Specific responsibilities include, but are not limited to:

- Ensures the sound operation of existing facilities and implements renewal projects to maintain the quality and functionality of buildings and grounds of the church, the Nursery Day School, and the ABC House.

- Performs and/or supervises routine property and grounds maintenance. This includes carpentry, mechanical, plumbing, electrical and fire protection systems; grounds watering and designated grounds maintenance; and office, AV, and other related systems and equipment.

- Maintains and expands the church's energy savings programs.

- Serves as staff liaison to the Health and Safety Committee. Maintains and implements building safety systems, including fire and smoke alarms, AEDs (defibrillators), active shooter alarm system, emergency lights and exit signs, and locks and keying for interior and exterior doors.

- Supports the interment process for the Memorial Garden, preparing the earth for burial of ashes and recording the location of ashes in church records.

- Supervises the work of the custodial staff and contracted services to ensure the cleanliness and readiness of Nursery Day School activities and functions.

- Works with the Director of Business Administration (DBA) in developing budgets and schedules for routine maintenance so that the DBA can include proposed operating expenses in the annual budget to be approved by the Session. Evaluates and/or seeks recommendations for repairs and/or upgrades to all operating systems and informs the Property Committee and DBA of anticipated repairs and replacement. Ensures that approved budgets and schedules are met to the extent possible and within desired performance standards.

- Works with the DBA and the Chair of the Property Committee on the identification of future capital projects. Identifies short-term and longer-term needs of the facilities of church, Nursery Day School, and ABC House, so that the Property Committee, in consultation with the DBA, can consider them and develop related capital budgets. Manages the implementation of approved capital projects, including on-site project supervision. Reports regularly to the DBA regarding any budgeting, scheduling, or other issues.

- Oversees responsibility for opening and closing of the building and is responsible for the security of the building. Is responsible for the functionality of building systems on Sunday mornings.

- Ensures timely snow removal and clearing of debris after inclement weather affects grounds.

- Other duties as assigned.

Weekly Schedule: 20 hrs./week, including Sundays, 7 a.m. – 8 a.m., Mondays, 9 a.m. – noon, Tuesdays, 9 a.m. – noon., and Fridays, 3 p.m. – 5 p.m. Remaining weekly hours to accommodate current projects, property maintenance, groundskeeping, and weekly and seasonal programmatic needs.