



Job Description for Facilities & Grounds Manager

Position: Church Facilities & Grounds Manager

Reports To: Rector, Co-Wardens (In the Episcopal Church, wardens are the non-clergy leaders of a parish).

Weekly hours: 15 on average, flexible scheduling, usually weekends and some weekdays, occasional evenings, scheduling in consultation with Rector

Job Summary:

The Facilities Manager will be responsible for the daily maintenance and upkeep of the church building and separately located rectory to ensure they are safe, clean, secure and comply with all regulations. This can include anything from routine maintenance, carrying out minor repairs, supervising cleaning and landscaping, and ensuring that all necessary documents and records are up to date. The Manager ensures a welcoming and well-maintained environment for worship, events, and daily operations.

Due to the broad nature of the job, the following list of tasks is not necessarily comprehensive. He/she will require an attitude and desire to “take care of things” as they arise, regardless of whether they are specifically laid out in the following job description. With that in mind, however, the major responsibilities are listed below:

Responsibilities:

Physical Plant Operations

- Routine Building Maintenance such as changing light bulbs, replacing filters, and minor repairs as needed, such as fixing leaky faucets, replacing light fixtures, and repairing damaged walls or floors.
- Monitoring and reporting major maintenance or repair needs to the rector and/or wardens.
- Ensure proper functioning of heating, ventilation, and air conditioning (HVAC) systems, fire/security systems, and elevator.
- Ensure that heating in winter is turned on Sunday mornings as needed and monitored via a phone app.

- Maintain security of buildings, including locking and unlocking doors, and setting security systems.
- Hiring and coordination of outside contractors for non-routine maintenance and repair issues outside the caretaker's skill or the scope of this position, such as plumbing, electrical, carpentry, painting and elevator maintenance/repair to ensure that all work is completed properly and efficiently.
- Respond to emergencies and security concerns, including monitoring for possible water leaks at the church and rectory via a phone app.
- Monitor the property's inventory of tools and supplies, and coordinate ordering of additional materials as needed.
- Keep accurate records of all maintenance and repairs carried out on the property, as well as any incidents or accidents that occur.
- Ensure that all safety regulations are followed, including annual fire and elevator inspections.
- Ensure that all necessary regulatory documents, such as permits and licenses, are up to date and in compliance with local laws and regulations.

Building Cleanliness

- Supervise the sweeping, mopping, polishing and vacuuming of floors, cleaning windows and mirrors, and dusting surfaces, in the church, church hall, and offices, including restrooms, kitchens, and common areas.
- Empty trash and recycling receptacles.
- Supervise the dusting and cleaning of surfaces.
- Ensure the overall cleanliness of the church grounds, including picking up litter.

Event Preparation

- Supervise the setting up and storing of tables, chairs, and other equipment for church services, events, and meetings.
- Ensure that the church hall and other event spaces are prepared and clean before and after use.
- Supervise the preparation for special services and events, such as Christmas, Easter, weddings, funerals, and concerts.

Grounds Maintenance

- Supervise and oversee the property's landscaping, including mowing lawns, trimming hedges, and maintaining flowers and shrubs (seasonal)
- Ensure the overall appearance of the church grounds.

- Arrange for and ensure the clearing of snow and ice from sidewalks, stairs and parking areas (plowing is handled by an outside contractor) (seasonal), especially on Sunday mornings.

Rectory Maintenance (located in Wayland)

- Minor repairs and light maintenance of the rectory, which may include some duties mentioned above.
- Supervise landscaping and snow plowing at property.

Qualifications:

- Proven experience in building maintenance and cleaning.
- Ability to perform minor repairs and maintenance tasks.
- Knowledge of cleaning equipment and supplies.
- Ability to work independently and as part of a team.
- Strong attention to detail and organizational skills.
- Ability to lift and move heavy objects.
- Reliable and trustworthy.
- Respectful of church religious practices.
- Flexibility: church events often occur outside of regular business hours, so flexibility in scheduling is essential.
- Ideally, previous experience working in a church or similar setting, and basic knowledge of heating and HVAC systems.

Benefits:

- Compensation commensurate with qualifications and experience
- Two weeks paid vacation per year
- Five days sick leave per year

Contact Information:

Send resume and brief cover letter to:

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