

Property Manager (Full Time)



The **Property Manager** fulfills Church of the Resurrection's mission "to know Christ and make Him known" by cultivating a prayerful and servant's heart for the physical premises of Church of the Resurrection and through providing good stewardship in implementing the care and upkeep of our building.

POSITION SUMMARY

1. Love Jesus and cultivate a heart for Him and His people at Resurrection on a daily basis
2. Oversee the general upkeep, maintenance and security of all buildings and grounds
3. Maintain and order supplies needed to keep the building in "like new" condition
4. Manage all inspections, PM agreements and maintain all equipment

KEY RESPONSIBILITIES

Specific duties

- Maintain general upkeep of the grounds to include: picking up sticks and debris, leaf blowing and gutters/stairwell maintenance, basic pruning
- Remove snow and ice as possible on all walkways and handicapped areas
- Maintain general upkeep of interior of all spaces to include: biweekly janitorial cleaning, paint touch-up, carpet spot cleaning, vacuuming as needed
- Replenish interior facilities supplies, ie. toilet paper, paper towels, hand soap, light bulb replacements
- Serve as staff liaison with all property related vendors and inspectors, respond to warranty issues, service calls and PM visits and keep all records for compliance
- Collect recycling and trash twice a week, setting out at appropriate times and maintaining schedule for dumpster
- Use CCB calendar to review and schedule set-up breakdown for meetings and special events
- Maintain HVAC controls, door access and alarm schedules and camera applications
- Maintain security of building, acting as primary contact with ADT, act as Key master, ensure all exterior doors are locked when work day is complete, etc.

POSITION REQUIREMENTS

- Familiarity with HVAC, Fire suppression and elevator equipment
- Strong communication skills, ability to build relationships with vendors and staff
- Attention to detail and willingness to do what needs to be done to maintain the property
- Ability to lift over 50 pounds
- Proficiency with basic computer programs to include google docs and word/excel and openness to learn new programs and platforms