Position Description: Church Building Facilities Manager

The Takoma Park Presbyterian Church’s Building Facilities Manager assists with oversight and management of the church’s buildings and property and helps to ensure the congregation is a good steward of its sacred and community resources.

Responsibilities: The Building Facilities Manager is responsible for ongoing maintenance and emergency repairs of the church buildings. Depending on the type of work to be done and on the Manager’s own qualifications, s/he may perform minor repairs him/herself, arrange for church volunteers or custodial staff to do so, or negotiate with contractors. The Manager makes recommendations to the Property Committee on major repair and preventive maintenance needs.

SERVICES PERFORMED:
- Walk through facilities frequently
- Consult with tenants and Office Manager regarding building needs
- Identify maintenance or repair problems, conduct minor repairs as needed
- Solicit bids and estimates from contractors
- Schedule necessary inspections (elevator, boiler, building insurance, fire extinguishers)
- Communicate with and update Property Committee members regularly
- Program thermostats during heating season
- Inspect boiler room and furnace rooms during heating season and equipment operation
- Change filters in air conditioners in tenant spaces
- Oversee building equipment and shop for supplies and materials as needed
- Sweep standing water from roof after rains/ Education Building
- Check and clean drains on roofs and between buildings
- Cover and uncover window air conditioners / seasonally
- Replace light bulbs and ballasts as needed
- Check elevator pit sump pump semi-annually
- Once a month in winter blow down steam boiler
- Check roofs, skylights and caps stones monthly
- Solicits bids and estimates for work, negotiates agreements with contractors, and reviews work for quality and completeness.
- Remove leaves from Education building during fall season and arrange for gutter cleaning.

QUALIFICATIONS:
Practical experience in managing properties, especially older buildings
Skilled at making a variety of building repairs
Trained or willing to be trained in asbestos management
Reliable and able to work flexible hours independently with minimal supervision
Sense of humor a plus

COMPENSATION: $20 - $25/ hour (exempt position)
HOURS: Flexible, but approximately 10 hours a week
Interested? Please contact Jill Feasley, TPPC Property Chair Committee, at jfeasley@verizon.net or (301) 270-0275.