

MINISTRY DESCRIPTION

POSITION: Properties Director - (Full Time/Exempt)

REPORTS TO: Executive Director

SUPERVISES: Sextons: (2 Full Time, 5 Part Time)

MINISTRY: Properties Team

OVERVIEW: Noroton Presbyterian Church (NPC) is a body of believers welcoming all to worship Jesus Christ, grow in faith through study of the Word, serve in the surrounding communities and throughout the world, and care for our neighbors as ourselves. The Properties team is responsible for the condition, operation and maintenance of all church facilities (including physical equipment and support systems) on a cost-effective basis. The team's vision is to maintain and develop the various facilities of NPC to provide the optimal support for the church, its congregation, and its programs. The Properties Director is responsible for the ongoing maintenance and safe operation of all NPC's real estate properties and physical plant. NPC's Campus and Properties include: Church Sanctuary, Chapel, Church Office, Christian Education and Childcare wing, Horton Hall, the SHAC, Therapy Center and four manses.

RESPONSIBILITIES:

1. Lead, direct, and set the sextons work schedule to ensure efficient operation of the facilities.
2. Ensure that facilities are opened, prepared, properly staffed and maintained for all scheduled activities (including but not limited to Sunday services, office hours, regular weekly events, and special services - weddings, funerals, memorial services, etc.) and secured at the end of each day.
3. Oversee the daily, weekly, monthly, and annual cleaning of the physical property.
4. Negotiate maintenance contracts with 3rd party contractors for mechanical equipment, facilities, manses, and grounds (landscaping, plowing, etc.).
5. Negotiate utilities contracts with local providers.
6. Coordinate, plan, prepare, oversee, and manage the property Capital and Operating budget.
7. Address promptly any concerns or problems arising in the manses; conduct inspections of manses as provided for in the Manse Policy.
8. Coordinate and execute preventive maintenance schedules.
9. Assist in the evaluation and procurement of appropriate Property and Risk Insurance policy.
10. Oversee and maintain church-owned vehicles.
11. Oversee Memorial Garden including preparing for burials and maintaining the garden.
12. Working with the Health & Safety team maintain security of the Church Facilities.
13. Attend NPC staff meetings, Session, Ministry Team meetings, retreats and training sessions as needed.
14. Other responsibilities as assigned by supervisor.

DESIRED SKILLS & QUALIFICATIONS:

1. A maturing disciple of Jesus Christ.
2. Education Qualification: B.A. or the equivalent in Facilities or Properties Management.
3. Work Experience: Proven experience with Facilities or Properties Management, including Capital and Operational Budget oversight, with a minimum of 5 years' experience.
4. Strong leadership, relational and organizational skills and good communication skills (verbal and written).
5. Demonstrated supervisory experience.
6. Willing to work outside of regular business hours when required including ability to be "On Call" for emergency response.
7. Possess the ability to handle stress, work independently and as a team member, and deal with people in a professional manner consistent with the NPC staff covenant.
8. Computer skills in a PC or Mac environment utilizing Microsoft Office Suite (Outlook, Word, Excel, PowerPoint). Training in the use of Tracer Synchrony (Trane) software a plus.