

Properties Manager

STAPLES MILL ROAD BAPTIST CHURCH | GLEN ALLEN, VA

PURPOSE OF THIS POSITION:

The Properties Manager is responsible for managing ongoing maintenance and improvements of SMRBC properties as well as general assistance to the ministries of the church.

QUALIFICATIONS:

- Good interpersonal skills, including the ability to work well with staff and members
- Knowledge, experience, and skill with light handyman duties including minor carpentry and minor mechanical, plumbing, and/or electrical repairs
- Flexible schedule that allows regular weekly hours while still responding to urgent needs as they arise.

HOURS:

- This is an hourly position requiring on average 20-25 hours per week. Hours will be tracked with a clock-in/clock-out system. Weeks over 25 hours can be approved by supervising Pastor if/as needed.
- A weekly schedule with regular onsite hours should be set in coordination with the supervising Pastor for the majority of the hours.
- A small remainder of the hours can be flexible as needed to meet vendors or complete tasks.

EXPERIENCE PREFERRED:

Previous facility maintenance or general contractor experience preferred. Specific experience with light plumbing, carpentry, lighting, HVAC, or similar trades is expected.

RESPONSIBILITIES:

- Check operation of all HVAC units throughout week. Respond to trouble reports for plumbing, lighting, electrical, or other related systems. Follow Properties Committee guidelines regarding purchasing, quotes, and approvals in order to:
 - Note failures or issues and perform basic troubleshooting and diagnosis.
 - Alert properties and appropriate church staff to problems and status of repairs.
 - Perform fixes as appropriate or contact and coordinate vendors for maintenance and repairs as necessary.
- Maintain a detailed searchable digital log of building issues and repairs.

- Coordinate and equip volunteers for properties maintenance or upgrade projects as directed by properties committee or church staff.
- Give general assistance to the ministries of the church in locating resources, setting up and tearing down for events, installing or removing teaching and ministry aids, etc.
- Perform general maintenance tasks such as painting, hanging signage, replacing floor or ceiling tiles, removing and reinstalling cove base, etc. as necessary or as requested by properties committee or church staff.
- Assist in coordinating with janitorial services for building maintenance and preparation and cleaning up after special events.

STAFF RELATIONSHIPS:

The Properties Manager works under the supervision of the Properties Committee and its chairperson(s), and in coordination with the Associate Pastor for Outreach and Administration. This individual will assist in coordinating work and schedules with vendors and contractors, including repairmen, HVAC maintenance, and janitorial staff.

SMRBC CORE VALUES

1. **Loving Jesus** – We love Jesus! We are captivated by Him. His love motivates us and causes us to rejoice and worship! He is our Savior, Lord, and Life!
2. **Living the Word** – We gladly accept the Bible as God’s Word and gratefully embrace it as the source and final authority for our beliefs, our teaching, our counsel, and the way we live out our lives.
3. **Embracing the Mission** – We are not consumers, but missionaries to broken people. We did not join a club, but a cause! We love our neighbors enough to serve them and show them how to find forgiveness and life through faith in Jesus Christ.
4. **Embracing Change** – We serve with a missionary mindset, adapting our methods and ministries continually to better connect with a constantly changing community and world.
5. **Engaging the next generation** – We will reach this generation for Christ, while communicating the Gospel to the generations coming behind. Our families and our ministries will partner in this pursuit of reaching, discipling and launching new waves of vibrant, joyful, world-changing Christians!

