

# **Building Manager Position Description First Lutheran Church (Findlay, Ohio)**

## **Summary of Responsibilities:**

The ministry of the Building Manager is to clean, maintain and preserve the properties of First Lutheran Church. The Building Manager shall be responsible for the day-to-day care of the church property. This also includes, but is not be limited to, scheduling needed contractors; coordinating volunteers for large, time-intensive projects; and maintaining the Church Property Budget.

## **Primary Functions**

Cleaning (each room, every 30 days; the entire building, every year),  
Electrical / Painting / Construction / Light plumbing  
Mow lawn, trim shrubs  
Maintain security system / sound system (in nave)  
Equipment installation  
Maintain a maintenance history

Provide in-house computer and network support  
Remove snow around immediate building, contract (with Property Committee) a snow removal contract  
Administer "Building Use Policy" and other tasks  
as deemed necessary by the Pastor(s), Church Council and Property Committee  
Ensure local and state inspections and certifications are up to date  
Provide in-house computer and network support  
Remove snow around immediate building, contract (with Property Committee) a snow removal contract  
Administer "Building Use Policy", and other tasks as deemed necessary by the  
Pastor(s), Church Council and Property Committee  
Ensure local and state inspections and certifications are up to date

## **Management Structure**

- Responsible to the Senior Pastor on a day-to-day basis
- Responsible to the Church Council and Property Committee, in writing, on a monthly basis.
- Emergency situations shall be addressed by the Senior Pastor, the Property Chairman and/or Church Council President.
- Serve as Incident Response Leader either in person or by phone

## **Expenditures**

- Be responsible for the purchase of all supplies, equipment, and merchandise necessary for the fulfillment of his duties
- Significant expenditures shall be only with the agreement of the Council and Property Committee.
- In no event shall the purchases exceed the amount provided in the church budget.
- Monitor expenses and maintain budget
- Submit Renovation and Endowment requests with approval of the Property Committee and Church Council

## Working in conjunction of the Property Committee

- May serve as Property Committee Chairman (Council approved, September 20, 2005)
- Schedule projects
- Selection of contractors for major work
- Set-up and review bids
- Monitor contractor hours and job progress
- Coordinate church volunteers to maintain and preserve church property
- Coordinate best use of building to benefit the congregation
- Recommend to Staff Support the hiring of an Assistant Building Manager and supervise such.

Salary, vacation and benefits: as determined by Church Council.

## Hours

- Monday – Thursday, 8:30 a.m. to 5:00 p.m., Friday 8:30-12:00. – ½ hour nonpaid lunch
- Sunday – one hour prior to service and allowable time to close following the service
- On duty two Sundays a month
- Available on Saturdays for major church events. Example funerals and weddings.
- It is understood that the Building Manager may need to adjust his hours as to maintenance needs and activities within the church.
- Compensatory time off for hours worked more than 40 a week will be with agreement of the Sr. Pastor.
- - Special Church Events (Approved, May 20, 2008)
  - *Any committee-sponsored event taking place after 5 p.m. on weekdays, 1 p.m. on Sunday, or any time on Saturday. A fee of \$25 per hour has been established*
  - Any costs incurred by the event, including the cost of hiring the assistant building manager if the manager cannot cover the event because of previous commitments or time restraints will have to be either covered by the committee or through monies taken in at the event.

Notice:

This job description does not list all the duties of the job. You may be asked to perform other instructions and duties. You will be evaluated in part based on your performance of the tasks listed in this job description.

The Church Council has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.