

Building Manager Job Description

Identifying Information

Position Title: Building Manager
Status: Full time, exempt, 12 months
Reports to: Business Administrator

Primary Function

The Building Manager is responsible for maintaining a welcoming church environment that includes cleanliness, safety, security and regular maintenance of the building and property. The Building Manager coordinates and/or performs repairs to and maintenance of equipment, furnishings and fixtures and monitors overall security. Additionally, the Building Manager is responsive to the needs of staff and volunteers, including set-up and tear-down for scheduled activities and events, and is responsible for the supervision of the Building Assistants.

Major Job Responsibilities and Regular Activities

- **Cleaning and General Maintenance**
 - Coordinate and/or perform daily cleaning and maintenance of the building; including but not limited to: vacuuming, glass cleaning, baptismal font cleaning, dusting, trash removal, restroom maintenance, replacement of light bulbs, floor cleaning, watering of plants and carpet cleaning
 - Maintain property and grounds including but not limited to: mowing, trimming, weeding, fertilization, lawn watering, snow and ice removal, and debris and trash removal
 - Collaborate with Garden Committee members on grounds keeping for garden and other planting beds
 - Prioritize and respond to general maintenance or cleaning requests from staff or volunteers
 - Purchase and monitor inventories of maintenance and cleaning supplies
- **Building and Property Management**
 - Identify needed upgrades and improvements to buildings and property
 - Collaborate with Business Administrator on building related capital improvements
 - Collaborate with other staff on scheduling and use of space, furnishings, and equipment
 - Coordinate and/or perform the set-up and take-down of equipment for scheduled activities such as group meetings, programs, liturgies, and special events
 - Purchase and monitor inventories of kitchen supplies and standing bulk orders of food and beverage, working in partnership with staff and/or volunteer groups as necessary. Accept delivery of and store or stock products.
 - Coordinate and /or perform building maintenance and repair of the Paulist residence
- **Preventative Maintenance and Repair**
 - Maintain all mechanical systems including heating, plumbing, air conditioning, ventilation, and electrical systems
 - Perform special maintenance and repair on an as needed basis including painting, wallboard repair, lighting, and small equipment, fixtures and furnishings repair
 - Schedule, perform or outsource exterior building maintenance on roof, windows, masonry.
 - Monitor preventive maintenance schedule of HVAC units
 - Initiate and negotiate bids from contractors and vendors for maintenance or repair services

- **Safety and Security**
 - Perform daily, periodic walk-through of the building and property to ensure proper safety and security measures are in place.
 - Coordinate security and safety measures including building evacuation or closure, fire safety procedures, building closure, kitchen use and weather emergency procedures.
 - Monitor daily parking lot usage and take action on unauthorized parking as appropriate
 - Implement, monitor, and coordinate a program for authorized building access for staff and volunteers.
 - Comply with state building codes, obtain permits from the City of Columbus, and obtain certificates of insurance from vendors or contractors working on the premises.
 - Monitor all aspects of building security and safety equipment including security cameras, first aid kits, fire extinguishers, silent and audible alarms, emergency supplies, and elevator safety checks.
 - Perform and/or schedule annual service and testing of fire alarm system, silent alarms, and other security systems.
 - Coordinate appropriate training in emergency, safety and security procedures.
- **Administrative Responsibilities**
 - Supervise and schedule duties of the Building Assistant
 - Collaborate with Administrative Associate on annual parking permits sales
 - Attend various staff meetings as appropriate
 - Prepare and monitor annual budget for building maintenance
 - Observe and comply with the Newman Center's policies and procedures
 - Provide goals and opportunities for evaluation of all activities and initiatives
 - Perform additional duties as assigned by the Business Administrator

Job Specifications and Requirements

Skills, Knowledge, and Competencies

- Demonstrate excellent and effective communication skills, written and verbal
- Ability to think strategically and to organize and prioritize tasks which support the organizational mission, vision and objectives.
- Ability to foster a positive work environment, and demonstrate enthusiasm and advocate for initiatives, programs, and activities
- Ability to work effectively and collaboratively with other staff members, students, volunteers, and external contacts
- Ability to lead with the conscience intention of serving as well as empowering others
- Capacity to approach job responsibilities with a pastoral perspective
- Self-motivated and flexible with the ability to plan and meet deadlines
- The position requires frequent physical movement about the building and grounds and heavy lifting to perform the essential functions of the job

Education, Training, and Experience

- Previous experience with all aspects of facility maintenance and management
- Working knowledge of maintenance and preventative maintenance practices

Work Schedule

- The schedule is varied and flexible as responsibilities of the position require.