Job Title: Property Manager
Organization: Covenant Presbyterian Church & Covenant Christian School
Reports To: Senior Pastor
Works with: Head of School, Church Staff, Diaconate, School Admin Team and Staff
Position Type: Full-Time, Salaried

Position Overview

The Property Manager oversees the physical operations, maintenance, safety, and logistical support for Covenant Church and School. This role ensures all facilities, grounds, and structural systems provide a safe, functional, clean, and welcoming environment for Sunday worship, weekday school operations, and special community events.

Primary Responsibilities

1. Facilities Maintenance & System Operations

- Preventive & Corrective Maintenance: Perform routine maintenance and prompt repairs on facility components, including basic carpentry, plumbing, basic electrical, doors/locks, and general hardware.
- Building Automation & Mechanical Systems:Oversee and maintain major building infrastructure, including HVAC systems, lighting controls, fire suppression/alarm systems, security/access control, and elevator systems.
- Grounds & Exterior Care: Inspect and maintain exterior structures, parking lots, walkways, play areas, and surrounding church- or school-owned properties to ensure structural integrity and aesthetic appeal.
- Oversees maintenance team of seasonal and part time team members.

2. Event Logistics & Room Setups

- Campus Event Coordination: Manage and execute event logistics and room setups/ breakdowns for all weekly schedules (Sunday School, main sanctuary services, weekday school classes, fellowship hall gatherings, and additional church activities).
- Special Events Support: Lead physical preparations for seasonal and major events, including church picnics, holiday services, ministry conferences, and school performances or graduation ceremonies.
- Resource & Equipment Storage: Organize and maintain storage areas, furniture inventory (tables, chairs, staging), and facility equipment.

3. Contractor & Vendor Management

- Service Procurement & Oversight: Direct, schedule, and supervise third-party vendors and contractors providing specialized services (e.g., lawn and landscaping care, janitorial/cleaning teams, pest control, elevator technicians, and fire/life safety inspectors).
- Work Verification: Ensure all contracted services meet safety standards, quality expectations, and contractual scope before approving completion.

- Request for Proposals (RFPs): Help solicit quotes and competitive bids for routine service contracts and specialized capital projects.

4. Capital Improvements & Project Planning

- Capital & Renovation Projects: Assist leadership in planning, budgeting, and executing capital improvements, structural updates, and major facility repairs across all campus buildings.
- Deferred Maintenance Tracking: Maintain an updated inventory of long-term facility needs, roof condition assessments, equipment replacement lifecycles, and scheduled refurbishments.

5. Safety, Security & Risk Management

- Campus Security & Access: Manage physical security protocols, master keying systems, electronic key fobs, and security camera networks across church and school facilities.
- Regulatory & Code Compliance: Ensure compliance with local building codes, fire safety codes, OSHA standards, and child safety requirements relevant to school operations.
- Emergency Readiness: Support campus emergency planning, facility winterization, storm preparation, and rapid response for urgent building issues.

<u>Qualifications & Skills</u>

- Experience: 3–5+ years of experience in property management, facilities maintenance, or operations (experience in institutional, academic, or religious facilities preferred).
- Technical Proficiency: Strong working knowledge of HVAC systems, basic plumbing/electrical trades, building security systems, and routine building maintenance techniques.
- Vendor & Project Oversight: Proven ability to manage sub-contractors, review project scopes, evaluate contract performance, and oversee site projects.
- Physical Requirements: Ability to lift up to 50 lbs, climb ladders, operate light machinery/power tools, and work outdoors in varying weather conditions.
- Working Style: Strong organizational skills, clear communication, proactive problem-solving mindset, and the ability to manage competing weekend/weekday priorities.