

Leverington Presbyterian Church

Job Title: Weekday Building Manager (Sexton)

Leverington Presbyterian Church

6301 Ridge Avenue

Philadelphia, PA 19128

Send resume to office@leverington.org

Weekday Building Manager General Duties:

- Liaison with Senior Pastor, Building & Grounds Committee, Office Manager, and Roxborough Christian School Principal for all building issues involving operation and maintenance
- Operation and routine maintenance of the heating and hot water systems
- Inspecting the building frequently for signs of damage or wear
- Maintaining a safe building environment with proper lighting, signage, and disability access
- Overseeing security, fire prevention, and other safety systems
- Undertaking minor maintenance and repairs involving carpentry, plumbing, and electrical
- Contracting professionals as needed for emergency repairs
- Overseeing contractors and inspecting completed jobs
- Coordinating with the church Building & Grounds Committee for:
 - Scheduling regular building maintenance
 - Interviewing contracting professionals for future maintenance, repairs, and building improvements
 - Suggesting items to be included in the annual building maintenance budget
 - Making suggestions for building improvements

Building Manager Skills and Qualifications:

Detail Oriented, Maintenance Experience, Critical Thinking, Problem Solving, Understanding of Building Codes and Safety Regulations, Ability to Set and Meet Goals, Results Oriented Behavior, On-the-Job Experience, Strong Communication Skills,

Weekday Building Manager Weekly Duties:

The Weekday Building Manager ensures smooth on-going operations of the church building during the week to support the staff, school, and other groups who use the building outside of Sunday. The tasks currently identified by Buildings and Grounds and Staff include:

- During the heating season check the operation of the boilers:
 - Add salt to the water softener for the feed water
 - Program the thermostats for any special meetings and events
 - If there is snow, shovel the sidewalks and step. This includes making sure that whatever steps are required to insure the building is accessible and ready for use in time for the start of the school day have been taken.
- Set-up/ configure furniture for special meetings and events
- Remove trash from the building (remove the recycles and put them into the containers in the shed. Put the containers out to the curb on Hermitage Street on trash day. After the recycles are picked up, put the containers back into the shed).
- Walk the grounds and clean up any trash that may be present.
- Identify minor repairs that are needed such as repairing broken windows, minor carpentry, etc. Determine in consultation with Buildings & Grounds Committee which to handle personally and which to assign to volunteers or outside contractors.
- Carry out minor grounds maintenance such as trimming of bushes.

Hours And Compensation

This is nominally a 20 hour a week position, though some weeks will be busier than others. The Building Manager will keep track of their own hours and report it to the Administrative Assistant each week. The compensation will be \$21/hour.

Note: Occasional special events (Weddings, Funerals and Concerts) may require building manager presence. Fees for these events are over and above the regular weekly salary and are paid directly by the event organizers. Examples of special event duties are attached.

Duties for a Wedding:

- Program heating for the rehearsal and wedding
- Arrange music stands and microphones and make the space useable, according to the wedding parties needs
- Attend the rehearsal the evening before the wedding
- If there is a reception, arrange tables and chairs according to the participants needs.
- After the event, rearrange the furniture, clean up the trash, and make sure the church is ready to be used on Sunday morning

Duties for a Concert:

- Similar to a Wedding, but usually has a rehearsal the evening before and occasionally has a reception following the performance
- Arrange the furniture in the front of the sanctuary to make the space useable. Setting up chairs and move the communion table, piano, and drums

Duties for a Funeral:

- Similar for a Wedding without the rehearsal the evening before the event.