

Job Description for Building Manager at East Dallas Christian Church

Reports to: Senior Minister & Property Chair

Status: Full-time

Pay Range: \$55-65,000 with benefits depending on experience

FLSA: Exempt

POSITION DESCRIPTION:

The Building Manager is responsible for maintaining the building, assisting in some setup/tear down, light custodial work, coordinating needs with building tenants, and supervising the Building Superintendent. This position is five days a week with one of those days required to be Sunday. Days off are negotiated but must be flexible due to the church schedule.

The Building Manager answers/reports to the Senior Minister.

QUALIFICATIONS:

1. Self-directed and able to complete all duties with little to no supervision.
2. Strong problem solving skills and detail oriented.
3. Have knowledge of simple plumbing, electrical and general repair work on large and older facilities.
4. Flexible and willing to adapt to varying schedules and levels of work required from week to week.
5. Experience supervising both a subordinate and hired contractors.
6. Satisfactory completion of background check and drug screening (when required)
7. Able to lift 40 pounds and communicate easily in English; bilingual is a plus.
8. High School diploma or equivalent.
9. Experience working in construction or maintenance crew.

RESPONSIBILITIES:

1. Regular HVAC inspection, preventative maintenance, regular inspection of building mechanical systems, and maintaining an organized log of such activities
2. Coordinating with contractors as needed including getting bids/estimates for work
3. Supervise the Building Superintendent, meeting at least weekly to delegate tasks
4. Coordinate with any shared use tenants for their building use needs. Keep a calendar of all building usage.
5. Notify your supervisor or the administrator of the need for supplies in a timely manner.
6. Set up meeting and function rooms for meetings, events and or conferences, including vacuuming of the rooms as needed, stacking chairs, making tables available and arranging audiovisual equipment as needed.
7. Attend large events such as weddings and funerals to provide ongoing custodial duties and stay after to clean up. If the event is outside of normal working hours, a set fee or flex hours will be negotiated.
8. Attend an evaluation after a 90 day probationary period and annually thereafter.
9. Work with the Event Coordinator as needed.
10. Be on call in rotation with the Building Superintendent in case of emergencies.
11. Communicate in Advance, by phone or email to the Senior Minister.
 - a. Planned absences with an advance two week notice or
 - b. Any unplanned absences at least two hours prior to the shift.

WORK ENVIRONMENT

1. Must be willing to work on Sundays and be on call as needed.
2. Must be willing to work in dirty, hot, cramped, and otherwise uncomfortable areas when making repairs or surveying building

Please provide three references with your resume to jobs@edcc.org.