

Roseville Lutheran Church Position Description

Job Title: Campus Manager
Department: Facilities and Grounds
Reports to: Church Administrator
FLSA Status: Exempt
Prepared Date: March 20, 2018

Summary

To oversee and assist in all facets of the operation, maintenance and repair of the building, systems, grounds, and parking lots of Roseville Lutheran Church. To supervise and assist with the work of custodians, other Building and Grounds personnel, volunteers and others, as necessary. Directs all property and equipment management, with input from Administration and Lay Leadership.

Duties and Responsibilities:

1. Builds and equips the community of Roseville Lutheran Church as ministers of Jesus Christ.
2. Supervises the custodial staff, other Building and Grounds personnel, and volunteers to ensure that buildings, grounds and equipment are properly maintained.
3. Supervises the custodial, other Building and Grounds personnel, volunteer workers and contractual craftsmen in the operation, maintenance and repair of heating equipment, lighting, ventilation, refrigeration, water and waste disposal systems, floors, furniture and all other equipment and systems.
4. Responsible for coordinating the use of church facilities with the Church Administrator.
5. Oversees and assists in room usage set-ups for church programs and outside group programs. Set-up instructions are provided by the group using the facility.
6. Oversees routine maintenance and cleaning work at RLC's Childcare House, grounds, sidewalks, and driveway.
7. Oversee campus security. Including but not limited to; develop and manage security policies, research & install equipment needs/upgrades, key/fob management and policies, and Interior and Exterior lighting enhancements
8. Formulates plans, determines schedules, and develops procedures for the operation, maintenance, and security of the physical plant.
9. Maintains current records necessary for the efficient operation of the physical plant, conducts efficiency and cost analysis studies, and implements corrections or changes as needed to improve operation.
10. Oversees all building repairs and grounds up-keep.
11. Provides support and resources to the Church Administrator for major projects related to buildings, equipment, and operations.
12. Determines the need for major repairs, remodeling and the purchase of new equipment; prepares three necessary bid documents, and obtains bids or estimates, and implements approved plans with the approval of the Congregational Council.
13. Hires part-time or seasonal help as needed within budget limitations.
14. Assist in developing the annual operating budget.
15. Approved expenditures for all building and maintenance supplies, equipment and service purchases and equipment maintenance under \$2,500. Recommends those above \$2,501.00.
16. Performs duties of a custodian or other Building and Grounds personnel as needed.
17. Other duties as assigned.

Position Requirements:

1. Christian commitment to the mission of Roseville Lutheran Church.
2. Willingness to train and equip volunteers.
3. Wide variety of knowledge, skills, and experience relating to the job responsibilities.
4. Ability to work with, and relate positively to; church members, Lay Leadership, Staff and visitors.
5. Possess or obtain the necessary licenses.

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Supervisory Responsibilities

Custodians, other Building and Grounds personnel, and volunteers

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret document such as operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before employees, volunteers, and ministry teams of organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Computer Skills

Must be able to maintain Roseville Lutheran Church's computer network, procure hardware and software, conduct training and troubleshoot computer problems.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations

Boiler certification and other licenses as needed by the Facilities Manager and/or another custodial staff person.

Physical Demands

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other Skills and Abilities

Ability to determine and keep information confidential. Good interpersonal and communication skills. Ability to create and maintain good working relationships with other staff, volunteers, and the general public.

