



## Job Description for Property Manager

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**Purpose:** The Property Manager provides strategic oversight and hands-on leadership for all facility operations, maintenance, and grounds across the church, school, and preschool. This position manages staff, vendors, systems, and long-term facility plans to ensure all properties are safe, clean, well maintained, and code compliant while maintaining a hands-on presence to support facility needs across the entire organization.

**Reports To:** Executive Director

**Supervises:** Maintenance Assistant, Summer Youth Assistant, and maintenance and custodial volunteers as assigned

### Essential Job Functions

#### Facility Operations & Maintenance

- Direct and oversee daily operations and long-term maintenance planning across all church, school, and preschool
- Develop and implement preventative maintenance schedules to proactively address facility needs and extend asset life
- Ensure code compliance and coordinate with appropriate government agencies and inspectors as needed
- Maintain and monitor building systems (HVAC, security, and sound) and ensure required facility certificates remain current
- Assess facility conditions, prioritize repair and maintenance needs, and make recommendations to Executive Director
- Respond promptly and professionally to facility needs during church, school, preschool, and ministry activities while minimizing disruption and supporting a safe, welcoming environment

#### Grounds & Exterior Maintenance

Oversee maintenance of exterior areas including parking lots, drives, and walkways, snow and ice removal, lighting, and landscaping; ensure exterior areas are safe, well-maintained, and presentable at all times

#### Staff & Vendor Coordination

- Supervise, direct, and evaluate Maintenance Assistant, Summer Youth Assistant, and maintenance and custodial volunteers
- Identify, evaluate, and coordinate vendors and contractors as directed; make recommendations to by the Executive Director on vendor selection, scope of work, and contract terms; monitor contracted work for quality, scope, and timeliness
- Manage facility access keys and maintain property inventory and records including replacement cost and serial/model details

#### Administrative & Budget Support

- Manage facilities budget tracking including coding invoices and monitoring budget line items in coordination with Director of Finance
- Develop and maintain a multi-year preventative maintenance and capital needs plan
- Maintain accurate records of facility maintenance, repairs, and inspections
- Collaborate with staff, action teams, and leadership on facility planning and priorities
- Provide cost estimates and facility needs input to support annual budget preparation
- Other duties as assigned

#### Hands-On Maintenance

- Perform hands-on repairs and maintenance including painting, basic carpentry, electrical, plumbing, and mechanical work as needed
- Ensure all furniture, fixtures, and equipment are properly maintained and in good working order
- Maintain inventory of cleaning and maintenance supplies

### **Qualifications**

- High school diploma or GED and valid driver's license required; Associate's degree or technical certification in facilities management or related field preferred
- Experience in facilities management, property management, or related field preferred
- Demonstrated supervisory and management skills with experience directing staff and coordinating vendors
- Experience developing and managing budgets
- Working knowledge of HVAC, plumbing, electrical, mechanical, and carpentry; able to paint and perform routine repairs
- Able to read blueprints; basic computer skills; able to develop and work within a budget
- Familiarity with OSHA requirements; ability to work safely with cleaning and maintenance chemicals
- Physically able to perform job duties including lifting 50 lbs; able to work indoors and outdoors in all weather conditions
- Commitment to the mission and ministry of St. Peter's Lutheran Church
- Preferably a member in good standing at St. Peter's Lutheran Church or other Lutheran Church - Missouri Synod congregation

### **Spiritual Life & Ministry Expectations**

- Model a Christ-centered life in word and action
- Support and uphold the teachings and mission of the Lutheran Church—Missouri Synod
- Participate in worship, devotions, and spiritual life of the church as appropriate to the role
- Serve with integrity, humility, and a heart for ministry

### **Work Environment**

- Employment Status: Full-time Exempt
- Work Schedule: This position requires flexibility to meet ministry needs including occasional evenings and weekends for special events, emergencies, and ministry activities

### **Performance Evaluation**

- 30-60-90 day review (for new hires)
- Annual performance reviews conducted by supervisor

### **Benefits**

- Paid Time Off: Yes, according to the schedule of eligibility
- Health Insurance: Yes
- Retirement Benefits: Yes
- Disability & Survivor Benefits: Yes

Compensation Hourly wage is commensurate with experience in accordance with the unified salary scale of St. Peter's Lutheran Church & School.

This position description is intended to describe the general nature and level of work being performed and is not an exhaustive list of all responsibilities.