

New Branches

Home of Lake Nokomis Lutheran Church, Living Table United Church of Christ and Spirit of St. Stephen's Catholic Community

Position: Building Manager

Employment Category: Part-time

Supervisor: Chair of New Branches' Property Committee

Building Manager Job Description

General Description of New Branches

New Branches is a multi-church campus in south Minneapolis formed for the purpose of expanding missions through mutual cooperation and shared resources. All churches bring their own special gifts and experiences to the collaboration.

The Building Manager will help New Branches meet the needs of the member churches and other organizations who meet at the facility by ensuring the safe and effective operation of the facility.

Overview of Duties

The Building Manager, at the direction of the New Branches Board of Directors, will manage all building operations at the New Branches facility including routine inspections, cleaning, scheduling of rooms, renting of space, and coordinating with volunteers. The Manager will routinely interface with tenants, ministry staff, volunteers, committees, and New Branches Board members as needed to ensure effective communication and productive working.

Essential Job Functions

- Regular inspection of the facility for cleanliness, safety and maintenance
- Manage contract cleaner performance, schedule volunteer cleaners if necessary
- Schedule events and ensure facility is set up for events as necessary
- Work closely with church volunteer groups scheduled for event coverage
- Manage the maintenance of all equipment including HVAC, plumbing, cleaning equipment, appliances, tools, etc.
- Schedule preventative maintenance of major equipment by dealers/contractors as necessary
- Perform routine preventative maintenance checks on boilers, change filters on HVAC
- Schedule maintenance and improvement projects in the facility as necessary
- Manage service contracts (lawn and snow removal, trash / recycling / compost)
- Order building supplies in a timely manner, seeking best prices and quality always
- Prepare and work within an annual budget as directed by the Board of Directors, record expenditures and report to the Board on a regular basis
- Maintain all building and personnel safety guidelines
- Maintain accurate records including a daily activity log, spreadsheets, emails and other records

Work Schedules / Hours

The Building Manager position will be **part time**, working 5 hours per day, 5 days per week. Days and hours worked will be determined by the Board of Directors in consultation with the Building Manager and the church staff. Regular working hours are expected and must be communicated to the building staff. The Manager must be available for emergency calls should they occur.

Qualifications

- Have a 2-year technical degree or 4-year college degree or an extensive history of building management
- Have computer experience with Microsoft Office, calendars, websites, and email
- Possess excellent organization and communication skills
- Have good leadership skills and be able to delegate tasks and responsibilities
- Have good interpersonal skills with the ability to work with volunteers and external contractors
- Be able to understand and explain safety rules and regulations to employees, staff and volunteers
- Must be on-call as necessary for emergencies should they occur

Submission

To apply, please submit a cover letter and resume to New Branches Board Chair Sarah Borgerding at sarah_borgerding@yahoo.com.

New Branches encourages applications from people of color, indigenous people, persons with disabilities and LGBTQ+ individuals.