



## ***Igniting Passion for Jesus Christ to Change Lives***

### **Parish Facilities Caretaker St. James' Episcopal Church Skaneateles, NY**

<b>Incumbent</b>		
<b>Reports to:</b>	Operations & Communications Director & Rector	
<b>Compensation</b>	\$17-\$19/hr	
<b>Benefits</b>	Workers' compensation insurance, as provided by State law.	
<b>Full/Part-time</b>	Part-time 10-15hrs/week	If Part Time, %FTE:
<b>Last Updated</b>	October 2023	

**Purpose:** To oversee and maintain the St. James' church and rectory buildings and grounds coordinating with outside vendors, staff and volunteers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (include but are not limited to the following):**

#### **General:**

- Meet regularly with the Operations & Communications Director and attend all staff functions and meetings as required.
- Lead the Buildings & Grounds Committee
- Prepare, present, and manage final approved budget for the Buildings & Grounds portion of the annual budget.
- Utilize and manage outside vendors and contractors for custodial and maintenance tasks when necessary.
- Be on call to respond to emergency situations.

#### **Safety and Security:**

- Serve as building Safety and Security Manager.
- Serve as primary contact on all monitored security systems including fire and burglary.
- Ensure compliance with federal and state regulations regarding workplace safety for employees. (OSHA)
- Ensure required inspections are completed by appropriate agencies or individuals on all owned and maintained property and equipment.
- Procure, install, and maintain any necessary or present security devices.
- Establish and maintain appropriate disaster relief plans and procedures.
- Work with the Onondaga County fire marshal, health inspector and building inspectors in reference to all St. James' property including Rectory.

#### **Custodial:**

- Oversee the physical upkeep of all church buildings and facilities.
- Meet with groups, when necessary, to obtain information and organize setup for events.



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- Organize facilities staff in the most efficient manner possible, ensuring all scheduled events are supported in planning, setup, teardown, cleaning, room reset, etc.
- Coordinate with the Staff for any special concerns or needs that may be present in that area.

### **Maintenance:**

- Establish and maintain accurate inventory of church assets.
- Inventory and ensure any supplies necessary are on-hand or procured in a timely manner.
- Ensure all safety critical repairs are done in a timely manner, or area made safe until repairs can be made. Responsible for coordinating all other non-safety critical maintenance as well.
- Keep records of all church owned equipment (boiler, elevator, kitchen, office, etc.) to include repairs, warranties, etc.
- Maintain and manage energy efficient boiler scheduling.
- Ensure all equipment is kept in its optimal working ability and provide troubleshooting and maintenance when necessary.
- Plan for and provide preventive and routine maintenance for all St. James' grounds, gutters, snow removal, boiler, clock tower, plumbing other property assets including rectory.
- Serve as new construction liaison and, whenever possible, serve as contractor for construction jobs around the church, including ordering equipment and performing the work.
- Ensure the kitchen is kept up to Onondaga County Department of Health regulations.

### **REQUIRED QUALIFICATIONS:**

- Patience and care with all of God's people and St. James' parishioners.
- Possesses excellent verbal and written communication skills.
- Is highly organized and skilled in record-keeping, with the ability to prioritize, multitask, and exercise good judgment. Works autonomously and effectively without direct supervision.
- Is willing to be a team player, creative problem solver, compassionate and empathetic to others.
- Maintains strict confidentiality regarding all church matters.
- Always exhibits professionalism as demonstrated by personal appearance, conscientious work ethic, and interpersonal communication skills.
- Good craftsmanship and attention to detail.
- Ability to troubleshoot systems to speed repair.
- Ability to perform minor, routine, and light maintenance of facility.
- Ability to supervise volunteers and is accountable to carry out daily supervisory responsibilities in accordance with the St. James' policies and applicable laws.
- Physically able to perform standard custodial and light maintenance tasks and the ability to lift 50 lbs.



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### **REQUIRED EDUCATION and/or EXPERIENCE:**

- 2 years of experience in a similar facility management role with people management responsibilities, preferably in a church or nonprofit environment.
- Working knowledge of commercial HVAC, plumbing, electrical, and security systems and components.
- Working knowledge of MS Office tool suite, and church administration software tools (church membership databases, giving records, online payments, communications).
- **PREFERRED EDUCATION and/or EXPERIENCE:**
- Associates degree or equivalent combination of education and experience.
- Experience with IT and telephony systems for general office use.