

Purpose

The purpose of the Properties Manager is to ensure care and maintenance of church properties in a fashion that is consistent with the church's mission to glorify God in all we do.

General Responsibilities

Give leadership to the properties staff and contractor services. Secure staff and services necessary to support ministries and events of the church.

Support the overall purpose and mission of the church.

Qualifications

- Must display a thriving/growing relationship with Jesus Christ and exemplify the beliefs of Southern Baptists.
- Must display strong interpersonal, management and supervisory skills.
- Must possess good computer skills and be conversational in all trades, i.e. plumbing, electrical, carpentry, painting, drywall, HVAC, security.

Responsibilities

- Supervise the Lead Housekeeper, Lead Maintenance Technician, and Lead Custodian.
- Supervise all contracted work, i.e. lawn maintenance, janitorial, security, HVAC.
- Develop and implement security procedures for all church properties.
- Participate in church calendar event planning.
- Support all ministry events as needed.
- Monitor performance and conduct periodic performance evaluations of properties staff.
- Ensure that church building and grounds are well kept at all times.
- Develop and implement preventive maintenance procedures and/or systems for all vehicles and building systems, i.e. HVAC, as needed.
- Participate in training opportunities to develop properties management skills.
- Work with the Properties Committee to develop properties policies and procedures as needed.
- Provide input to the Building Committee during major construction projects.
- Develop an annual Properties Budget and monitor expenses to stay within budget.
- Interview and hire properties personnel as vacancies occur. Coordinate hiring with the Personnel Committee when appropriate.
- Monitor, repair, or replace burglar, fire, and other systems as required.

Contact:

Richard Collum

Assoc. Pastor in Finance & Admin

Morrison Heights Baptist Church

201 Morrison Dr.

Clinton MS 39056

601.925.6430 (Direct)

rcollum@morrisonheights.org