Facilities Manager
Historic Pohick Church
Lorton, VA

Job description: Pohick Church is looking for a dedicated Facilities Manager who will oversee the maintenance and well-being of the historic church and other campus buildings including the rectory, parish house, and grounds. The Facilities Manager will coordinate with church leaders on all building maintenance contracts, major repairs and renovations.

Responsibilities: (Includes but are not limited to the following)

- Obtain competitive bids for review of all annual building and grounds contracts and all general repairs more than $500.00 and oversee those projects through completion.
- Act as a liaison with vendors and coordinate with staff all scheduled vendor visitations for maintenance, repairs and testing to ensure all building equipment and machinery are maintained and in good working condition.
- Coordinate HVAC transition for spring and winter, grounds irrigation opening and closing and septic maintenance.
- Order building supplies and sufficient inventory for routine maintenance.
- Coordinate a spring and fall clean-up/work day with volunteer parishioners on a Saturday in April and October.
- Replace lighting as needed. (This can include the hiring of an electrician for ballast replacement or replacement of old fixtures to LED lighting.)
- Respond to urgent facility problems and conduct routine walkthroughs of the grounds to identify maintenance, repairs and potential problems requiring attention.
- Ensures all required annual testing and building codes are maintained and met, including fire, kitchen and alarms.
- Perform small building repairs around the church as within the expertise and safety of the individual.
- Coordinate contracted snow removal, ensuring parking lots, sidewalks and steps are cleared, with salt or sand applied as needed.
- Coordinate regular waxing and buffing of tile floors
- Coordinate annual carpet and gutter cleaning.
- Coordinate the set-up and break-down of tables and chairs for parish events and rental events.
- Brief all facilities renters on parameters/expectations
- Attend weekly staff meeting (Wednesdays at 12:00pm)

Hours per Week: 10-15

Qualifications and Gifts:

- The candidate must have a high school degree, have general building repair experience; ability to lift up to 50 pounds; ability to climb steps and ladders; willingness to work inside and out in varying climates.
- General experience with HVAC systems and handy man tools, with aptitude and willingness to learn on the job.

- Ability to work with little supervision, always keeping work safety and building cleanliness in mind.
- Ability to read, write & follow oral instructions, & to receive and respond with general pc skills in Word & Excel.
- Flexibility for hours of work to accommodate some weekend or afternoon work as needed.
- Must have good people skills, and the ability to work with a positive attitude with staff members, congregants & visitors.

Salary and Benefits: The position is Part-Time. Hourly rate starts at $24.00 per hour. benefits limited to Retirement/Pension at 5% of salary plus an additional 4% matched. Two weeks paid vacation are granted annually.

How to apply: Please submit a resumé and cover letter to The Rev. Daniel Cenci at dcenci@pohick.org