



## **SKAGIT PROPERTY MANAGER**

**Title:** Skagit Property Manager  
**Reports to:** Skagit Campus Pastor

**Department:** Skagit Campus  
**Status:** Full Time or Part Time [29 Hours]

**Salary:** TBD

### **JOB PURPOSE**

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Through servant leadership and professional excellence, the Skagit Property Manager will be responsible for overseeing the operation/maintenance of the Cornwall Church Skagit buildings and grounds and preparing use of the property by the church or outside groups while maintaining "Cornwall standards."

### **JOB DESCRIPTION**

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- Able to set priorities, meet deadlines and work independently and efficiently with self-motivation and integrity.
- Weekly full building walk-through assessment.
- Ability to perform strenuous and continuous physical work, including heavy lifting over 50 lbs., working around the building and grounds.
- Able to work a flexible schedule and with the understanding that special events and large church gatherings will be a part of regular schedule.
- Able to perform basic maintenance tasks.
- Able to become familiar with all aspects of the facilities and systems.
- Maintain church property inventory and conditions and, as needed, order supplies through relationships with vendors.
- Draft specifications for contracted work, prepare statement of work, gain approval of proposal, obtain bids, assist with the selection, oversees performance functioning as the point of contact between outside contractors and Cornwall Church.
- Maintain budget, documentation on all service agreements, warranties, safety related documentation, invoices, etc.
- Opening, closing and preparation (setup/teardown) of facilities and grounds for functions.
- Preparation and execution of preventative maintenance schedules for building's equipment.
- Maintain campus landscaping (mowing, raking, blowing, pruning, etc.) and snow removal.
- General understanding of the heating and cooling systems, plumbing, electrical, landscaping and irrigation equipment and tools inside and outside of the building.
- Oversight of: fire inspections, security system, supply inventory, heating and plumbing systems, janitorial services.
- Other duties as assigned.

### **OTHER RESPONSIBILITIES**

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- Meetings: with Campus Pastor (*weekly*), Skagit Staff (*monthly*) and All-Staff (*monthly*).
- Attend/work at all Cornwall Church special services/events.
- Candidate should have a mature commitment to Christ and evidence of on-going spiritual growth, the ability to maintain a good working relationship with co-workers and the general public, have an agreement with Cornwall Church policy and procedures as outlined in the staff handbook and exhibit attributes of flexibility, leadership, organization, attention to detail, being a team player and forward thinking.