

## JOB DESCRIPTION: **Property Maintenance Coordinator**

**Locations:** (Washington, DC) Church of the Epiphany and Luther Place Memorial Church

**Reports to:** Rector/Senior Pastor

**Position Status:** 30 hours per week with benefits

**General Description:** The Property Maintenance Coordinator will maintain the function, security and aesthetic of church buildings, grounds and equipment to ensure members, visitors and tenants experience a pleasant and well-functioning environment. Time will be split evenly between the two churches. Work respectfully and companionably with a diverse population of parishioners, volunteers, visitors and the general public, with understanding of the church's mission. First 6 months of employment are considered probationary.

### **Specific Responsibilities:**

- Inspect and clean all areas of church property regularly
- Ensure that all preventive maintenance is scheduled, appropriately performed and recorded
- Maintain equipment and property, and performing minor repairs or upgrades. This may include painting, changing bulbs and filters, cleaning/waxing/stripping floors, or basic electrical work such as replacing outlets, or converting light fixtures to LED
- If needed, arrange for repairs and supervise contracted outside technicians, seeing to speedy and successful completion of work
- Conduct seasonal jobs such as pressure washing, shoveling, winterizing or installing seasonal decorations
- Set and reset church for worship, concerts and other special events as requested
- Maintain tool, equipment, supply and storage areas in a tidy and functional manner
- Order supplies
- Secure the buildings daily, respond to security issues that may arise.
- Support and share in the leadership of volunteer cleanup days.
- Documenting maintenance requests, issues, expenses, and completed tasks.
- Respond to emergency on-call situations within the scheduled time period.
- Participate in relevant Property committee meetings and advise on technical and building/property maintenance decisions
- Other duties as assigned

### **Qualifications/Skills:**

- High school diploma, GED or equivalent skills
- Ability to communicate in English clearly and in a timely fashion, including texts, email and phone; Proficiency in Spanish desired, but not required
- Two years of experience in managing a building preferred.
- Display initiative, and work well both independently and as part of a team.
- Commitment to shared decision making/prioritization, and effective time management
- Strength and dexterity to lift, move and handle equipment (up to 40 pounds); stamina to deal with considerable standing or walking
- Basic computer skills, including comfort using email and databases
- Ability to instruct and supervise other staff or volunteers
- Work beyond normal hours for Church activities and emergencies

**To apply, please send a resume to [info@epiphanydc.org](mailto:info@epiphanydc.org) with subject "Property Maintenance Coordinator position."**

**The Church of the Epiphany**  
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