

Property Manager

Position Description

Annandale United Methodist Church (AUMC) is seeking a part-time (20-25 hours per week) Property Manager. The Property Manager is responsible for managing all aspects of care, maintenance, safety, and security for the church buildings and grounds, including the separate Mission Center located 3 miles away from AUMC's main grounds. The role may include completion of minor maintenance activities in addition to supervising other employees.

Reporting Structure

The Property Manager will report to AUMC's Business Administrator. He/she will also meet on a monthly basis with the Trustees Committee, which is charged with the overall management of the care and maintenance of all AUMC real property, furnishings and equipment. The Property Manager will have supervisory responsibilities for a part-time Facilities Maintenance Technician, Cemetery Manager, and custodial staff. The Property Manager will act as the primary liaison to all service contractors, supply vendors & tenants.

Key Responsibilities

Facility Maintenance and Planning

- Prepare annual facility maintenance and operating budget and capital improvement budgets for each AUMC campus. The Property Manager will be given a preliminary budget value to plan against by the Trustees Committee.
- Develop & maintain a comprehensive maintenance schedule, preventative plans, and checklist for all building systems, including:
 - HVAC
 - Elevators
 - Fire Control
 - Security (Doors, Surveillance, & Alarms)
 - Plumbing & Electrical
 - Building components (Roofs, Windows, Exterior Trim, Lighting, & Fixtures)
- Ensure church buildings & grounds are safe, neat in appearance, and all building systems are in good working condition.
- Conduct weekly facility inspections and complete property inspection reports (submitted to Business Administrator & Trustees).
- Schedule and supervise the completion of all maintenance & repairs either by the Facilities Maintenance Technician or by outside contractors; complete minor maintenance items as necessary.
- Evaluate, plan, and execute the participation of church volunteers in completing minor church maintenance activities.
- Be available for on-call and emergency maintenance needs that may require "after hours" work.

Contractor Management

- Manage external contractors from the bid process through final sign off and invoicing.
- Maintain all records of purchases, contracts, (RFPs, Bids & Awards) and develop a preferred contractor list with vendor contact information.

- Coordinate with Chairman, Board of Trustees on all Capital Expenditure meetings, RFPs, bidding, recommendations, completion of work, and vendor payments.
- Schedule and ensure all facilities inspections are completed and issues immediately resolved (includes fire protection systems, elevators, kitchen, grounds, etc.).

Tenant Management

- Encourage use of AUMC facilities by authorized groups and individuals in keeping with policies approved by the Trustees.
- Monitor and collect all rents from tenants and monitor tenant lease compliance.
- Resolve all tenant work orders, including move-in and move-out procedures.

Security and Access Control

- Maintain AUMC Security Policies and Protocols. Ensure staff and volunteers understand and comply.
- Maintain AUMC Emergency Procedures. Ensure staff and volunteers understand and are trained.
- Maintain key control for metal keys used for access to the church and for spaces within the church.
- Maintain proximity card system (issue and coordinate issue of cards, change use times, deauthorized users, maintain records, etc.).
- Make recommendations to Trustees for needed changes to physical security, protocols, policies, etc.

Qualifications

- At least four (4) years' experience in commercial property management & maintenance.
- Basic real estate rental knowledge.
- Knowledge & understanding of accounts receivable, budgeting & accounting, property operations, maintenance contract negotiations, and tenant relations.
- Bachelor's degree preferred; not required.

Successful candidates will also demonstrate:

- Strong interpersonal verbal & written communication skills.
- A willingness to work with others and learn new things.
- Computer proficiency with Microsoft Office Suite (Excel, Word); and
- Grace under pressure: calm demeanor when dealing with emergencies.

Additional Information

AUMC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.