

## **Facilities Manager Christ Church Detroit**

The Facilities Manager assists with the oversight and management of Christ Church Detroit's historic buildings and grounds, and supports the congregation in being a good steward of its physical resources. The Facilities Manager works with staff, members, and vendors to maintain the facilities in excellent working order—including the operation, maintenance, and repair of all building systems (electrical, plumbing, HVAC, etc)—to ensure a safe, beautiful, functional environment for all occupants and visitors. The Facilities Manager is an integral part of the Christ Church Detroit team, and collaborates clearly and punctually with the Rector, Parish Administrator, the Buildings & Grounds Team, and other members.

### **Responsibilities:**

- Walk through facilities frequently
- Identify maintenance or repair problems, and conduct minor repairs with minimal supervision
- Coordinate system of receiving and responding to maintenance needs from members and tenants
- Make recommendations to Rector and Buildings & Grounds Team on major repair and preventive maintenance needs
- Schedule necessary maintenance or repairs with approved vendors, and maintain vendor list
- Adhere to a periodic maintenance schedule for each system and structure (HVAC, roof, etc), and schedule the necessary inspections
- When requested, solicit bids and estimates from contractors
- Ensure trash, recycling, snow, and pest removal, and landscaping
- Install outdoor banners/signage as needed
- Ensure proper lighting, outdoor and indoor
- Program thermostats and maintain them for maximum energy efficiency
- Change filters in air conditioners
- Inspect and maintain boilers regularly
- Monitor and regularly review ongoing utilities costs to look for incorrect charges and opportunities to save money and conserve energy
- Oversee set-up and clean-up for all major church events (may include weekend or evening times – coordinate work schedule with church calendar)
- Serve as primary contact for facilities-related emergencies, which may require evening/weekend calls
- Coordinate and resolve all facilities-related emergencies

### **As part of the Christ Church Detroit team, the Facilities Manager will also:**

- Supervise and coordinate the work of all on-site contractors
- Supervise and train the Porter (Sunday morning building host), security staff, groundskeepers, janitorial staff, and skilled volunteers
- Acquire approval for purchases before spending
- Attend weekly staff meetings, monthly Buildings & Grounds meetings, and annual parish meeting
- Provide written reports including changes & upgrades to facilities, with projected cost/benefit analysis, to the staff and Buildings & Grounds Team well enough in advance of each meeting in order to set agendas and allow members to review proposals
- Collaborate with Buildings & Grounds Team to submit an annual program budget to the Finance Committee for approval by the Vestry (this process occurs each fall)
- Contribute to an annual report about Buildings & Grounds each December

### **Qualifications:**

- Ability to maintain facility in good working order and contract with vendors where appropriate. Previous work in churches or nonprofits is preferred.
- General knowledge of building maintenance, general carpentry, plumbing, electrical, and custodial skills. Knowledge of historic buildings a plus.

- Training in and/or experience working with mechanical equipment. Possession of state licenses (esp. boiler operation and construction) a big plus.
- Skilled at making a variety of building repairs
- This position involves work in a wide range of conditions that can be physically demanding. The Facilities Manager must be able to:
  - Lift, carry, push at least 90 pounds
  - Climb, crawl, stoop, and kneel
  - Operate and properly maintain power tools and other equipment
  - Use ladders, including long extension ladders for periodic maintenance, changing light bulbs in high-ceiling rooms.
- A collaborative spirit
- Strong organizational skills including working with teams of volunteers (church members) and professional staff
- Comfortable with basic electronic communication and computer software
- Must be honest, dependable, organized, and dedicated
- Willingness to submit to a background check and to be trained in Safe Church practices
- Maintain appropriate confidentiality and sensitivity at all times
- Interest in energy sustainability is a plus
- Ability to troubleshoot information technology (computers, servers) a potential plus
- Sense of humor a big plus

**Compensation:** \$20/hour, 15-20 hours/week. Hours flexible.

**Supervisor:** Rector, or the Vestry (Council) in the Rector's absence

### **About Christ Church Detroit**

Christ Church Detroit is a dynamic, multi-racial, multi-ethnic congregation that has occupied the same location on Jefferson Avenue since 1846, starting in a small wooden frame building. The present stone structure, designed by English architect Gordon W. Lloyd, was built in stages from 1861-1864. It is a fine example of American Gothic architecture and is both a State and National Historic Site. The bell tower was completed in 1863, and in 1903 the chancel was enlarged and lengthened. The church interior is warm with carved wood, stained glass, mosaics, icons, memorial plaques, and a columbarium.

Ledyard Hall, built in the 1920s, houses the kitchen, a large event space, restrooms, and, in the lower level, Sunday School classrooms. A small extension to Ledyard Hall, built in the 1950s, includes a nursery and Cary Lounge, which is used for small group meetings and was renovated in 2018. Another important church structure is Sibley House, which directly faces Jefferson Avenue. Built in 1848, it is the oldest standing frame house in Detroit, and currently holds the church offices and rental offices. In 2015, the house received new roofing, insulation, window restoration, and exterior refurbishing.

The church's property includes a parking lot on the west side of the building and to the south across Woodbridge Ave. The latter, when not being used for church functions, is rented to city organizations. A small garden, tucked in between the church buildings, is used for outdoor gatherings. It is likely that major renovation and capital improvements will occur in various parts of the buildings over the next several years.

**Interested?** Send cover letter and work experience to the Rev. Emily Williams Guffey, Rector, at [emily@christcd.org](mailto:emily@christcd.org). **No phone calls please.** Christ Church Detroit is an Equal Opportunity Employer.

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