

## **Facilities Manager**

Christ Church Detroit  
960 E. Jefferson Ave.  
[www.christcd.org](http://www.christcd.org)

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(s), the Buildings & Grounds Team, and other members.

### **Core Responsibilities:**

- Walk through facilities frequently
- Identify maintenance or repair problems independently or by request, and conduct minor repairs with minimal supervision
- Remove litter and debris as needed from the parking lots, sidewalks, lawn areas, and church entrances
- Maintain safety of sidewalks and entrances as needed by shoveling snow and applying ice melt
- Maintain and organize tools and other equipment
- Supervise and coordinate the work of on-site contractors as needed
- Make recommendations to Rector and Buildings & Grounds Team on major repair and preventive maintenance needs
- Ensure trash, recycling, snow, and pest removal, and landscaping
- Ensure proper lighting, outdoor and indoor
- Inspect and maintain boilers, HVAC, and other systems regularly
- Program and maintain thermostats for energy efficiency
- Change filters in air conditioners
- Acquire approval for purchases before spending
- Attend periodic meetings of the staff and Buildings & Grounds Team
- Coordinate and resolve all facilities-related emergencies
- Perform other duties as assigned

### **Administrative Responsibilities, which can be shared with office staff:**

- 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
- 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)
- 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:**

- Skilled at making a variety of building repairs and keeping facilities in good working order, contracting with vendors where appropriate
- Skilled in building maintenance, general carpentry, plumbing, electrical, HVAC, and/or custodial tasks
- Knowledge and love of historic buildings a plus
- 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
- Comfortable with basic electronic and written communication
- Ability and willingness to collaborate with teams of volunteers (church members) and professional staff
- Honest, dependable, and organized
- Willingness to submit to a background check and to undergo (paid) training in Safe Church practices
- Maintain appropriate confidentiality and sensitivity at all times

**Classification & Hours:** Part-time non-exempt, 15-25 hours/week

**Compensation:** \$20-25/hour, depending on skills and experience

**Supervisor:** Rector

**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 parking lots on the west side of the building and to the south across Woodbridge Avenue. 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. The planning for several major capital improvements is underway, with the projects currently anticipated for 2024-2025.

Interested? Send cover letter and work experience to the Rev. Emily Williams Guffey, Rector, at [emily@christcd.org](mailto:emily@christcd.org). Christ Church Detroit is an Equal Opportunity Employer.