



FIRST PRESBYTERIAN CHURCH OF GRANADA HILLS

10400 ZELZAH AVENUE
NORTHRIDGE CA, 91326

JUNE 2024 PROPERTY MANAGER

POSITION DESCRIPTION

TITLE: PROPERTY MANAGER

PURPOSE: The Property Manager is to maintain the church facility in a manner that allows for maximum usage by the congregation, church staff, and the Granada Preparatory School. The Property Manager shall be responsible for: 1) the maintenance and repair of the church facility, furnishings, and related equipment; 2) The administration of contracts performed by outside service companies and 3) other duties as directed by the Property Commission, Head of Staff, and Office Administrator

REPORTS TO: Head of Staff and/or Office Administrator

COMPENSATION: Full-time, Monday - Friday 9:00AM - 5:00PM, Salary Position ranging \$45,000 - \$55,000 and healthcare benefits

EVALUATION: Annual Performance Evaluations will be performed by the Personnel Commission

POSITION REQUIREMENTS:

- Live Scan Background Check

ADMINISTRATIVE:

- Order supplies when needed and maintain inventory of appliances and maintenance supplies.
- Assist in the preparation of bi-annual property inspections.
- Assist with vendors
- Reports larger issues beyond scope of Property Manager's expertise

RESPONSIBILITIES:

- Set up and strike down of church/school events on campus
- Ensure that premises and facilities are kept in clean and hygienic condition
- Receive and store supplies
- Perform routine and scheduled maintenance
- Perform repairs, installations of fixtures and appliances, and replacement of damaged systems
- Gardening - trim shrubs, bushes, trees; pick up leaves, trash, and debris; watering of non-sprinklered areas, gutter cleanout, and maintain the irrigation system.
- Meet regularly with staff

QUALIFICATIONS:

- Vocational or trade school certification preferred, but not required
- Reliable transportation and valid driver's license
- Knowledge of plumbing, heating, HVAC, and electrical systems
- Must be able to perform following physical activities: bend/stoop/squat, pick up litter, climb stairs, reach above shoulders, and to have ability to lift up to 50lbs
- Willing and able to work collaboratively with others on tasks requiring a team effort
- Strong communication and organizational skills
- Follows directions and completes assigned tasks
- Able to work without direct supervision; a self-starter
- Self-motivated multitasker

To apply, email your resume to careers@fpcgh.org
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