

Facilities & Property Manager

Job Description

POSITION TITLE: Facilities & Property Manager

REPORTS TO: Housing Director

Purpose of Position:

Parker Street Ministries (PSM) is a 501(c)3 nonprofit organization committed to Gospel-centered community development beginning in Lakeland, Florida's Parker Street neighborhood through four focus areas: Fostering Spiritual Growth, Supporting Lifetime Learners, Stabilizing the Neighborhood, and Cultivating Connections. PSM's core values are demonstrating humility by keeping God first, honoring truth of Scripture and truth in our relationships, being present with each other, affirming dignity of each person as made in the image of God, and committing to unity through healthy relationships. The purpose of the Facilities & Property Manager is to be responsible for PSM facilities and properties, along with operational support of programming, neighborhood services, and housing initiative.

Time Required:

Full-time, hourly position at \$50,000-\$55,000, plus benefits. This position is eligible for overtime.

Job Responsibilities:

1. Work with Housing Director and appropriate staff to implement, maintain and improve ministry policies related to facility, neighborhood services, and the housing initiative. To include:
 - The PSM campus, vehicles, and equipment
 - Advocacy for quality housing for neighborhood residents
 - Managing ministry-owned properties including construction, repairs/maintenance, and leasing units
2. Supervise vendors and volunteers through neighborhood services and those responsible for the operational functions of the building, including custodial staff
3. Manage facilities/properties/technology, making sure things are fixed and resolved in a timely manner.
4. Oversee facility use: Vet all activities, event staffing, and use of facilities via appropriate staff and calendaring
5. Maintain fixed asset inventory
6. Update, implement, and train staff on rules for facility and vehicle use
7. Manage and evaluate insurance, utilities, and contracts, reporting to Housing Director
8. Establish a continuously secure facility through policies, training, and security systems
9. Work with staff and other sources to develop security measures and an emergency preparedness plan for natural disasters, injuries, health emergencies, pandemics, fire, and acts of violence
10. Remain apprised of government and license requirements for ministry and facility to include service kitchen
11. Manage leasing of units
12. Special care should be taken to ensure that company utilizes its tax-exempt status in the procurement of taxable items

13. Possess thorough working knowledge of all job descriptions and responsibilities of all employees and volunteers
14. Attend staff meetings and work with senior leadership team for smooth and integrated internal operations
15. Individual advocacy alongside residents
16. Neighborhood leadership development

Job Requirements:

1. Level of Education
 - College degree preferred with emphasis on construction and/or management
2. Work Experience
 - Minimum of two years related facility/property management experience
3. Understand position's support of the mission and be able to articulate how the Gospel is active in this particular position
4. Ability to hold in confidence information gained in the performance of duties and overheard in the office environment
5. Personal Gifts and Skills
 - A profession of faith in Jesus Christ that is demonstrated through Christian growth, church membership, and relationships
 - Strong organizational, communication, and administrative skills, including Microsoft Office Suite proficiency – the ability to perform responsibilities without administrative support
 - Good grasp of construction, repairs, and technology infrastructure
 - Ability to make connections, building bridges to and from the Parker Street neighborhood
 - Willingness to act as an advocate for those held captive by poverty
 - Self-disciplined, self-starting work style, accustomed to operating without supervision while capable of supervising and motivating others and working within a team
 - Effective verbal, written, and presentation skills
 - Flexibility and ability to adapt to new situations
 - Have excellent follow through
 - Be consistent and detailed

Working Conditions:

1. The Facilities & Property Manager is full time at 40 hours per week.
2. Some weekend and before/after-hours duties required.
3. Be present at major events to act as site coordinator.
4. Requires the ability to perform physical tasks such as walking, standing, lifting, and bending. This role may involve occasional heavy lifting, navigating stairs, and operating equipment. Additionally, the ability to travel between properties and interact with tenants and vendors is essential.

Performance Criteria:

The Housing Director, based on this job description, will complete an annual written performance evaluation of the work of the Facilities & Property Manager. This annual evaluation will be placed in the employee's personnel file. Reviews will be held after the first 30, 60, and 90 days of employment, with a formal written evaluation for the annual review.

After the first year of employment, evaluations will be performed annually or more often as requested.

Vacation/Benefits:

Health insurance, a retirement savings match, a wellness stipend, and paid vacation time for full-time employees alone is provided and paid for by PSM.

Additional:

- Parker Street Ministries offers equal employment opportunities to all employees and all who apply for employment. There will be no regard to race, color, sex, national origin, age, disability or genetics in any decisions concerning conditions of employment. Parker Street Ministries complies with applicable state and local laws concerning discrimination in the workplace.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Individuals who cannot perform some of the requirements because they pose health or safety risks to themselves or other employees may be excluded from this position.
- This is a drug-free workplace, and all staff are subject to drug testing.
- Successful applicants must also pass background checks.
- This document does not create an employment contract, implied or otherwise, other than describing an "at will" employment relationship.

Next Steps: Please send your resume with a cover letter to office@psmlakeland.org.