

**First Parish in Concord
20 Lexington Road
Concord, MA 01742**

Job Description

Job title: Facilities Manager
Reports to: Director of Operations
Work schedule: 40 hours per week
Salary: \$60,000-\$70,000; includes generous benefits package
Start date: 9/1/20

First Parish in Concord invites job applicants of diverse race, class, color, religion (creed), gender, gender expression, age, national origin (ancestry), ability, marital status, sexual orientation, and military status.

Position Summary

The Facilities Manager is a key member of the church's professional staff. The Facilities Manager manages the church building, rental properties, and grounds on the campus of First Parish in Concord at 20 Lexington Road. This includes managing employees and supervising subcontractors who perform maintenance, cleaning, landscaping, and snow removal on the property. This also includes scheduling church events. The Facilities Manager interacts with a variety of parishioners, vendors, and staff colleagues.

First Parish in Concord

First Parish in Concord is a welcoming Unitarian Universalist congregation that seeks ways to deepen spiritually, build community, and make a positive difference in the world. First Parish lies in the Main Street Historic District of downtown Concord, Massachusetts. Including children, youth, and adults, we are a congregation of 1,000 people. First Parish in Concord functions as a community center, offering programs of benefit and interest to the congregation, the town, and the region. Weekly—open from morning through evening, nearly every day—hundreds of people pass through the doors of this active church.

Principal Responsibilities

1. Manage the maintenance of the church and other historic structures on the First Parish campus, keeping the property in clean, attractive, and accessible condition, by:
 - a. Arranging for and supervising property maintenance and repairs.
 - b. Arranging for and supervising needed inspections in the buildings.
 - c. Hiring, scheduling, directing, and supervising part-time sextons (6) for cleaning, light maintenance, and event staffing.
 - d. Purchasing and inventorying needed supplies.
 - e. Managing annual \$250,000+ Buildings & Grounds operations budget.
 - f. Arranging for Sunday morning Coffee Hour.

2. Maintain the grounds at 20 Lexington Road, including:
 - a. Arranging for landscaping and snow removal.
 - b. Keeping First Parish in compliance with local and state ordinances.
 - c. Arranging for driveway parking and maintenance.
3. Schedule church events by:
 - a. Using church room scheduling and calendar software.
 - b. Arranging for staffing at weddings and memorial services.
 - c. Arranging for event set-up and clean-up.
4. Manage First Parish rental properties and parking by:
 - a. Setting up and monitoring tenant compliance with residential and commercial leases.
 - b. Monitoring rent payments.
 - c. Responding to tenant requests.
5. Participate in weekly staff meetings and on committees as needed.

The ideal candidate would have many of the following job qualifications and skills.

(If you are interested in this job, regardless of qualifications, please contact us.)

- Management/supervisory experience
- Property management experience, including setting up leases and monitoring tenant compliance
- Computer experience and skills, including the Microsoft Office Suite: Outlook (email), Word (documents), and Excel (spreadsheets); as well as room/event scheduling software
- Willing to work Friday through Tuesday; including willingness to be contacted during off hours in an emergency
- Experience in or around the building trades, working with contractors and subcontractors
- Basic financial skills (negotiating and approving proposals and invoices; managing building and grounds budget; cost-effective purchasing)
- Attention to detail *and* ability to see the big picture
- Planning skills—both short- and long-term
- Willingness to perform any/all tasks if needed
- Strong organizational skills—on the computer, with paper files, and in scheduling and management systems
- Able to work independently with minimal supervision; a self-starter
- A team player with strong communication and interpersonal skills
- Knowledge of state and local building codes and land-use restrictions a plus
- Event planning experience a plus
- Sympathetic to the values of Unitarian Universalism
- Knowledge of congregational life a plus

See also [General Expectations of the Staff at First Parish](#).