



THE FALLS CHURCH EPISCOPAL

FOUNDED 1732

Building and Grounds Supervisor

Innovative, service-oriented, and radically welcoming Episcopal parish is seeking a skilled and highly motivated Building and Grounds (B&G) Supervisor. This full-time exempt position will be responsible for overall management and maintenance of all facilities and grounds, which includes contemporary and historic spaces, a pre-school wing, and extensive grounds with historic cemetery (inactive) and memorial garden for cremains.

He/she will work closely with the Parish Administrator and B&G Committee on:

- ✓ Addressing any necessary maintenance issues that arise by performing repair and maintenance projects in-house or, if needed, working with outside vendors to resolve.
- ✓ Enforcing building use requirements.
- ✓ Overseeing building access and security processes.
- ✓ Overseeing maintenance contracts and vendors.

About The Falls Church Episcopal

We are simultaneously one of the oldest and youngest congregations in the country – a place with colonial era roots and “new church” growth experience. We strive to be a beacon of faith, hope, and love to all, and seek to fulfill God’s will on Earth by gathering believers and seekers, providing sanctuary, ministering with the community, being a force for reconciliation, and serving as a source for transformation in ourselves and the world.

Primary Responsibilities

Building and Grounds Maintenance

- Responsible for the working condition of the buildings, systems, and grounds. Conduct periodic inspections to assess the condition of buildings and grounds and identify maintenance and repair issues, both immediate and anticipated. Provide recommendations to Parish Administrator and B&G Committee on appropriate maintenance and repair actions, including budget and schedule requirements.
- Conduct basic/minor repairs of in-house electric, plumbing, drywall, carpentry, HVAC, and painting needs.
- Supervise maintenance and schedule inspections by outside contractors, including:
 - Building Cleaning Contractor
 - Grounds Maintenance
 - HVAC Contractor
 - Fire alarm Contractor
 - Snow Removal Contractor
 - Elevator Contractor
 - Pest Control Contractor
- Manage outside contractors for other buildings and grounds maintenance, with advice and consent of the B&G Committee and Parish Administrator.
- Oversee burial of cremains (ashes) process.
- Coordinate with Day School on facilities issues and maintenance requests
- Provide facilities support for weddings, funerals, facility rentals, special events and other events.
- Provide regular reports to the Parish Administrator and B&G Committee on issues identified and tasks in progress and completed and serve in an advisory capacity in prioritizing capital improvement needs.

- Recognize and work within budgetary constraints and mission priorities.
- Communicate regularly with the Parish Administrator, Rector, Vestry, and B&G Committee as needed.

Building Use and Security

- Work with Parish Administrator and others to handle facilities use requests and control the use of TFC buildings by outside groups. Handle and/or coordinate set-ups and take-downs.
- Provide onsite support to outside groups renting space in TFC buildings, as needed.
- Maintain door access and building entry key fob systems.
- Monitor and manage building utility usage, including lighting, heating and air conditioning.
- Work with our Safety and Security volunteers as needed.

Professional Experience Required

- 5 years property management and repair and maintenance supervision or building contractor experience with a total of 10 years of direct experience in facilities maintenance and repair work with a building contractor or on a facilities management team
- Undergraduate degree not necessary, but a plus.
- Electrical, plumbing and other repair certifications a plus.

Key Qualifications

- Dedication to service of others. Understanding that they are the face of something much bigger –represent the vision and values of the church to the broader community, as well as members.
- Knowledge of methods, materials, and equipment used in the maintenance of large buildings and grounds.
- Knowledge of standard tools and practices involved in building and grounds maintenance.
- Ability to perform basic service repairs to the equipment and grounds.
- Ability to perform semi-skilled work assisting in a variety of building and equipment.
- Ability to maintain good relationships with church staff and members, vendors and contractors, and the general public.
- Sufficient strength, agility, and dexterity to perform all required tasks.
- Ability to communicate verbally and in writing utilizing electronic technology
- Ability to read, interpret, and follow safety rules, operating and maintenance instructions, and procedure manuals.

Job Type

Full time, M-F during business hours, with some meetings and activities outside of business hours. Flex-time available with consultation of parish administrator and rector.

Salary

Annual Salary Range: \$48,000 - \$51,000, commensurate with experience, plus full benefits package and pension.

To apply for the Building and Grounds Supervisor position, please submit the following via email to ddillard@thefallschurch.org (subject line “TFCE B&G Supervisor Position”) by March 1, 2022:

1. *A cover letter that tells us what excites you about this opportunity, and why you’d be a great fit.*
2. *Your résumé highlighting relevant professional, education, and volunteer experience.*