

**St. John's Lutheran Church**  
**330 Ferry Street**  
**Easton, PA 18042**  
**Stjohnseaston.org**  
**Email: Admin@stjohnseaston.org**

**Property Manager Job Description**

Qualifications

1. Experience in property care and maintenance
2. Understanding of systems required to run facilities (ex. gas, water, electric, HVAC, security, elevator, phones, etc.)
3. Working understanding of routine maintenance
4. Communicate with staff and committees, both oral and written

Responsible to: the Pastor, Church Council through a monthly written report given to the Property Committee; works closely with the sexton and the property committee especially the chairperson

Financial Responsibilities

1. Review spending with property committee at meetings, help prepare property annual budget (including utility budget) and work to maintain budget
2. With property committee, request Church Council approval for unexpected costs
3. Church credit card must be used for small purchases, no personal credit cards for church business

Job Responsibilities: (Note: 'property' includes Apartments 1 and 2; main church (including church sanctuary, Sunday school rooms, fellowship hall), all offices, space leased to others including ProJeCt of Easton (food pantry, Early Childhood Education, 320 Ferry St.)

1. Attend meetings and work with Property Committee and sexton
2. Inspect property yearly-issue report of inspection
3. Property manager seeks bids for all work needed, presents bids to property committee, oversees larger projects at the church
  - a. Seek bids from 3 vendors for major projects over \$7500 for purposes of obtaining competitive quotes (any expense over \$7500 must have 3 bids/church council approval; over \$1000 have church council approval; over \$300 have Pastor and committee chair approval)
  - b. Inspect in-process work by contractors and inspect completed work
  - c. Submit payment authorization for appropriate signatures and property committee chair
4. Establish contract for snow plowing and salting of parking lot and city sidewalks
5. Oversee the church van maintenance schedule, inspections, gas
6. Oversee lock boxes (Knox Box) with Easton Fire Department and fire safety of the properties
7. Oversee security and phone system
8. With property committee, develop ideas for property repairs and improvements

Salary – 10 hours per week; \$23 per hour