Part-Time Building Manager

St. Lawrence Episcopal Church
Libertyville

Position Summary

St. Lawrence Episcopal Church seeks a dependable, organized, and proactive part-time Building Manager to oversee the care, maintenance, scheduling, and shared use of church facilities.

This position ensures that church buildings and grounds are safe, welcoming, well-maintained, and compliant with applicable codes and regulations. The Building Manager will work closely with clergy, staff, vestry leadership, volunteers, contractors, and the Montessori school that leases the church's lower level.

Status: Part-Time (approximately 20 hours per week)
Reports to: Rector
Compensation: commensurate with experience

Primary Responsibilities

1. Facilities Oversight & Maintenance Coordination

- Monitor the overall condition of church buildings and grounds.
- Develop and manage a preventive maintenance schedule.
- Coordinate and oversee maintenance and repair work performed by church volunteers and outside contractors
- Obtain bids as needed and make recommendations for approval by the vestry.
- Coordinate seasonal services (HVAC, landscaping, snow removal, etc.).

2. Code Compliance & Inspections

- Coordinate required building, fire, and safety inspections.
- Ensure compliance with local, state, insurance, and diocesan requirements.
- Address inspection findings promptly and track corrective actions.

3. Building Use & Rental Management

- Ensure appropriate setup, access, and securing of the building for scheduled events.

4. Montessori School Partnership

- Serve as primary liaison between St. Lawrence and the Montessori school leasing the basement level.
- Coordinate maintenance schedules to minimize disruption to school operations.
- Communicate clearly and proactively regarding shared systems (HVAC, plumbing, utilities, elevator).

5. Communication & Reporting

- Provide regular updates to the Rector and Vestry.
- Alert leadership promptly to urgent maintenance or safety concerns.
- Maintain clear, organized facilities records and documentation.

Qualifications

Required:

- Experience in facilities management, property management, or related field.
- Working knowledge of building systems (HVAC, plumbing, electrical).
- Ability to coordinate contractors and volunteers effectively.
- Strong organizational and communication skills.
- Ability to work independently and manage multiple priorities.

Preferred:

- Experience working with churches, schools, or nonprofit organizations.
- Familiarity with municipal building codes and inspection processes.
- Ability to perform minor repairs and maintenance.

Work Environment & Physical Requirements

- Ability to walk and inspect the property regularly.
- Ability to lift up to 25–40 pounds occasionally.
- Occasional evening or weekend availability as needed for events or urgent issues.