



1000 West Main Street, Lansdale, PA 19446 | trinitylansdale.com | tlc@trinitylansdale.com | 215.368.1710

## Job Title: Director of Buildings and Grounds

### Position Profile

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| Reports to:                      | Lead Pastor                                |
| Payment:                         | Salary                                     |
| FT/PT status:                    | Full Time                                  |
| Ecclesial status:                | Non-Rostered                               |
| Fair Labor Standards Act status: | Exempt professional                        |
| Work Week:                       | M-F, occasional evenings and weekend hours |

### Position Overview (What)

The **Director of Buildings and Grounds** is responsible for the maintenance and upkeep of the buildings, mechanical and electrical systems, grounds, and related equipment. This includes, routine and special repair/maintenance, care of church furnishings, custodial services, landscaping, mowing and snow removal. This person also manages relationships with related contractors, vendors and government inspectors. They work in close collaboration with the Lead Pastor, the Director of Operations and other clergy, staff directors and lay leaders of the ministry hubs (Worship, Faith Formation, Christian Care and Fellowship) to maximize the sustaining use of our facilities for Trinity members, friends and community partners.

### Essential Functions (How)

To do this, the Director of Buildings and Grounds should focus on:

- **Facilities Leadership:** Develop and implement operational practices to sustain our buildings and grounds that support the effective day-to-day operations of the church as a welcoming, safe and sustaining place that serves the church and our community. Ensure that all tasks—from routine maintenance to major renovations—are completed with professionalism, attention to detail, and cost-efficiency. Apply technical knowledge and ingenuity to address challenges and opportunities in a cost-effective way. Anticipate needs and identify opportunities to improve processes, resources, and services to sustain our physical plant and and optimize them to better serve the congregation and community.
- **Collaborative Partnership:** This person is directly accountable to the Lead Pastor, but should also work in close partnership with the Director of Operations and other staff directors and lay leaders to support accommodations for ministries, events and gatherings on campus. They should serve as a trusted advisor to the Property Committee and others involved in the major facilities and capital projects. They should communicate and consult with these collaborators effectively and often.
- **People Development:** Lead, mentor, and support the church's maintenance and custodial staff and volunteers. Create a culture of empowerment, accountability, and growth, ensuring that each team member's gifts and talents are recognized and utilized



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to their fullest potential. Management, training, and retention of volunteers is the responsibility of staff and lay hub leaders and other ministry leaders.

- **Mission Alignment:** Ensure that all operational practices and decisions reflect the church's core values and mission. With the Director of Operations and Accountant/Business Manager, act as a steward of the church's physical assets, managing risks and opportunities and balancing the needs of the congregation with responsible and ethical management practices.

### **Key Responsibilities (Details)**

The key responsibilities of the Director of Buildings and Grounds are listed below. These responsibilities may evolve or be amended as deemed necessary.

#### People Management

- Attend and participate in staff and Directors meetings.
- Train, schedule, and supervise buildings and grounds team members.
- Communicate and coordinate with fellow pastors, staff directors and lay hub leaders on facilities support required for ministries.
- Oversee and direct all volunteers performing maintenance or facility related work.

#### Facilities Planning and Vendor Management

- Solicit competitive bids and secure appropriate contractors to perform work needed to maintain the facilities in collaboration with the Property Committee.
- Manage and assist with trades contractors and service providers, assuring work quality and schedule and budget adherence.
- Serve as project manager for facility improvement and major repair projects.
- Develop and implement a preventative maintenance program, maintaining a log of scheduled maintenance
- Maintain a backlog of significant facilities issues and possible necessary capital maintenance or improvement projects
- Manage records keeping and reporting for manufacturer maintenance and equipment warranties
- Prepare timely data for the preparation of the annual property budget.
- Maintain accountability for property expenditures. Review, approve, and route invoices to the Church Accountant for timely payment.

#### Daily/Weekly Management

- Conduct/manage the routine maintenance of all building equipment and systems.



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- Manage the schedule for custodial work and monitor performance.
- Organize and manage the set-up and take-down coverage for weekly worship fellowship, weddings, funerals, baptisms, and special events as requested.
- Manage the inventory and purchasing process for all building and maintenance supplies. Purchase and maintain machinery, vehicles, equipment, and furniture in accordance with approval guidelines.
- Routinely monitor/inspect facilities and building systems to detect emerging problems or maintenance needs.

### Core Competencies/Skills

- **Personal:** Creative, adaptable, and innovative in developing new ways to engage with the congregation and the broader community. Self-starter with the initiative to identify and engage with problems and opportunities, taking responsibility as a part of a collaborative team (staff, volunteers, ministry teams).
- **Interpersonal:** Good people skills/emotional intelligence. Well differentiated in interpersonal relationships. Proactive communicator. Effective organization and time management skills, occasionally working under pressure to meet deadlines.
- **Spiritual:** A heart for ministry and a desire to serve the church community. A commitment to the church's mission and values, and the ability to communicate them effectively.

### Qualifications

#### Education:

- Vocational education focus. Evidence of continuing education courses preferred.

#### Required:

- Demonstrated working knowledge and 5+ years experience with building and mechanical systems and equipment
- Demonstrated skill in performing routine maintenance of public or commercial buildings, building systems and grounds
- Demonstrated organizational, team-building, and leadership skills
- Solid financial skills for managing supplies and services procurement
- Valid driver's license

### Working conditions

This position works in a variety of environments including outside grounds, inside property, and office for a standard work week with occasional weekend and evening hours.

### Physical requirements



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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee may be required to climb ladders and/or walk on roofs. The employee is frequently required to walk, use hands to operate machines, computers, mobile phones and reach with hands and arms. The employee must frequently lift and/or move 10-25 lbs. and occasionally lift and/or move up to 50 lbs. Specific vision abilities required for this job include close vision and the ability to adjust focus.

### **Direct reports**

- Building & Grounds paid maintenance team members

### **Approvals**

#### **Lead Pastor**

Name: The Rev. Fritz Fowler

Date:

#### **Human Resources Committee**

Name: John Wittenbraker

Date:

This job description is not intended to be all-inclusive, and the Director of Buildings and Grounds may be required to perform other related duties as needed, as directed by the Lead Pastor and to meet the ongoing needs of the church.