

*St. Clement's is a growing community learning to follow Jesus Christ and transforming lives at Yonge & Eglinton in Toronto. In an age of distractions and self-promotion, we seek a deeper rhythm.*

Position Title: Property Manager

Purpose of the Position: The primary role of the Property Manager is caring for all aspects of our building and grounds as well as managing the ongoing work of our facilities staff and volunteers.

Duties and Responsibilities:

- Ensuring the Church building and grounds are clean and in excellent repair at all times and creating a healthy and safe environment.
- Compliance with Diocesan policies & procedures, all building code requirements and overseeing bodies.
- Implementing and maintaining preventative maintenance schedules for all building systems including but not limited to HVAC, Fire/Emergency, Plumbing, Electrical, Lighting, etc.
- Supervising and scheduling of facility staff.
- Organizing, implementing and maintaining weekly, monthly and annual cleaning and maintenance schedules.
- Project Manager of all facility projects - scoping work, overseeing project completion, evaluating quality of work, etc.
- Working closely with our volunteer Property Chair and members of the property committee, including chairing monthly meetings and ensuring the property mandate is carried out.
- Performing basic repairs around the Church, including general maintenance items, minor electrical, plumbing, and HVAC repairs
- Being on-call with security alarm company and having the ability to be able to respond to emergencies.
- Performing light to medium physical duties and being able to lift a load up to 50 pounds.
- Coordinating facility needs at festive events and religious services including weddings, funerals. Flexibility in working hours is important as parish programming may sometimes require adapting work hours to parish needs. The need to work occasional weekends and holidays is essential.
- Developing and overseeing a fire safety plan.
- Other tasks as assigned by the Manager of Finance & Administration.

Skills, Knowledge and Experience Required

- Passionate about caring for our church building.
- Organizational skills and ability to follow-through on tasks/feedback.
- Experience developing and maintaining facility systems.
- Knowledge of building code requirements.
- Supervisory skills and ability to delegate and give constructive feedback.
- Experience chairing meetings and the ability to work with a group of volunteers.
- Basic repair ability.
- Self-starter.
- Excellent English language and communication skills.

Terms:

- Compensation package: competitive salary (\$50,000-\$55,000), pension and benefits.
- Full-time 40 hours per week, Monday-Friday.
- This position reports to the Manager of Finance & Administration.

If you are interested in this position, please submit your cover letter and resume to the Rector at [hr@stclementsto.ca](mailto:hr@stclementsto.ca). **The application deadline is Friday, February 9th.** Only those selected for an interview will be contacted.

St. Clement's is committed to an equitable and inclusive workplace, seeking to foster and support a broadly diverse staff and community.