



## Campus and Maintenance Manager

**Location:** Church of the Saviour, Wayne, PA

**Reports to:** Executive Director of Operations and Finance

**Position Type:** Full-Time, Exempt (45-55 hours per week)

**Salary plus Full Benefits:** \$55,000 - \$80,000 depending on experience

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### Overview

Church of the Saviour (COS), located in Wayne, Pennsylvania, is seeking an initiative-taking and mission-aligned Property and Project Manager to oversee the operations, maintenance, and capital projects for our vibrant 35-acre campus. This individual will play a key role in stewarding the physical resources of the church to support its ministries, events, and long-term vision.

**This is a hands-on, working manager role.** While the position involves strategic oversight and project management, it also requires the ability to physically perform maintenance and repair tasks across multiple trades. The successful candidate will not only supervise work but also roll up their sleeves and directly handle carpentry, electrical, drywall, groundskeeping, and other essential facilities work as needed. A willingness to undergo a physical examination conducted by a licensed medical professional to determine your fitness for the role. This exam would be scheduled and paid for by Church of the Saviour.

### Personal Attributes

- A committed follower of Jesus Christ, in agreement with the vision and values of Church of the Saviour.
  - Servant-leader with a heart for stewardship, excellence, and collaboration.
  - High integrity, self-motivated, and detail oriented.
  - A can-do attitude with a willingness to step in and personally handle repairs or physical tasks whenever needed. Ability and commitment to perform physically strenuous work.
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### Key Responsibilities

#### 1. Campus Management and Maintenance

- Oversee the upkeep and regular scheduled maintenance of all buildings, grounds, and infrastructure on the 35-acre property.
- Develop and implement preventive maintenance schedules for HVAC, plumbing, electrical systems, security systems, and landscaping.
- Manage relationships with vendors, contractors, and service providers for ongoing maintenance and repairs.
- Conduct regular inspections to identify needs for repairs, safety issues, or facility improvements.
- Personally complete minor repairs and maintenance tasks when needed, leveraging skills in carpentry, electrical work, drywall, and grounds maintenance.

#### 2. Campus Project Management

- Lead planning and execution of capital projects, including new construction, renovations, and infrastructure upgrades.

- Work collaboratively with church leadership, architects, engineers, and contractors to ensure projects are completed on time, within budget, and with minimal disruption to ministry operations.
- Maintain detailed documentation of project plans, budgets, schedules, and approvals.
- Serve as liaison between contractors and the church to ensure clear communication and alignment with church values and objectives.

#### **4. Budgeting and Financial Stewardship**

- Develop and manage budgets for facilities operations and capital projects.
- Track expenses, secure bids, and ensure cost-effective solutions are pursued.
- Monitor energy usage and recommend cost-saving and environmentally sustainable improvements.

#### **5. Safety and Compliance**

- Ensure all facilities are compliant with local, state, and federal regulations (e.g., fire codes, ADA, OSHA).
- Oversee risk management related to property use and emergency preparedness.
- Coordinate effective snow and ice removal, and weather-related clean ups.
- Maintain necessary documentation, certifications, and inspection records.
- Ensure safety inspections take place including, but not limited to, Board of Health kitchen inspections, backflow preventers, fire extinguishers, fire sprinklers, ANSL system, emergency lighting, etc.

#### **6. Ministry Support**

- Collaborate with ministry teams to provide logistical and technical support for events, programs, and services.
- Maintain a service-oriented mindset, understanding that the physical environment plays a critical role in supporting the spiritual mission of COS.

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## **Qualifications**

### **Required**

- Minimum 5 years of experience in property, facilities, or project management (experience with church or nonprofit organizations a plus).
- Strong organizational, leadership, and communication skills.
- Proven experience in managing budgets, contractors, and project timelines.
- Working knowledge of building systems, maintenance practices, and relevant codes.
- Ability and willingness to perform hands-on work in carpentry, electrical, drywall, groundskeeping, and general facility maintenance.
- Proficiency with project management tools and Microsoft Office Suite.

### **Preferred**

- Degree, experience, or certification in Facilities Management, Construction Management, or related field.
- Familiarity with church operations and a heart for ministry service.

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## **To Apply**

Please send your resume and a cover letter explaining your interest in the role and your alignment with the mission of Church of the Saviour to [cos@coswayne.org](mailto:cos@coswayne.org).



Love God, Love Others, & Serve the World