



Buildings and Grounds Manager

Job Title: Buildings and Grounds Manager

Ministerial Designation: Minister of Religion

Department: Buildings and Grounds

Reports To: Director of Campus Facilities

Prepared Date: 3/31/2022

Summary: Participates in Tenacre's mission and ministries by managing the testing, inspection, maintenance, and repair of all facilities, buildings, basic utility infrastructure, vehicles, mechanical equipment, and grounds. Ensures that all basic utility infrastructure functions without interruption on a 24/7 basis. Manages a combination of Buildings and Grounds staff, contractors, vendors, and temporary or seasonal workers.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability:** Manages competing demands; able to deal with frequent changes, delays, or unexpected events.
- **Planning / Organizing / Delegation:** Prioritizes, plans, schedules, and delegates work activities and skillfully matches the responsibility to the person; uses time efficiently; develops realistic action plans. Gives authority to work independently; sets expectations and monitors delegated activities.
- **Problem Solving / Judgment:** Identifies problems, displays willingness to make timely and sound decisions, gathers input from decision-makers, analyzes information, and develops solutions.
- **Managing People / Communication / Teamwork:** Develops staff members' skills and encourages growth; fosters quality focus in others; communicates effectively with Building and Grounds staff and with other departments; gives and welcomes feedback; exhibits objectivity and openness to others' views.
- **Integrity and Ethics:** Makes decisions and acts with Tenacre's long term interests in mind; is a good listener and approaches work from a basis that is thoughtful and caring; maintains the highest ethical standards; handles confidential information responsibly; is well versed in safety programs, procedures, policies and consistently follows them; makes decisions to ensure that safety remains front and center.

- **Attention to Detail:** Is thorough in accomplishing tasks no matter how small; monitors and checks work; plans and organizes time and resources efficiently even under the pressure of multiple demands.
- **Team Player:** Works cooperatively with others toward accomplishing shared goals; leverages own strengths and demonstrates an understanding of weaknesses to most effectively contribute to a project; knows when to lead and when to follow; reinforces the team concept through all actions.
- **Demonstrates a Sense of Immediacy and Flexibility:** Sets high expectations and achieves them regardless of the barriers; shows a passion for one's work; enjoys working hard and is full of energy; adapts quickly, based on Tenacre's changing needs.
- **Judgment:** Gets questions answered from appropriate sources; is flexible and adaptable to new priorities and ideas; uses initiative appropriately.
- **Applies Functional Knowledge:** Obtains an appropriate level of professional skill and knowledge to keep up with current developments in relevant areas.

Essential Duties and Responsibilities: (Other duties may be assigned.)

- Prays through every aspect of the Buildings and Grounds Manager position, from team management and inter-departmental relationships to maintenance and grounds needs; exhibits a demonstrable knowledge of Christian Science practice to support the Buildings and Grounds department and the mission and ministries of Tenacre
- Reports directly to the Director of Campus Facilities and follows through on all delegated tasks and projects; confers weekly with the Director of Campus Facilities to coordinate and prioritize planning
- Ensures that work order requests are acted upon promptly and with a sense of stewardship for Tenacre's resources
- Represents Buildings and Grounds in Facilities, Reps, and Ministry Perspectives meetings
- Utilizes communication tools such as telephone, voicemail, email, etc. to share pertinent information with all facets of the Tenacre community
- Uses office technology skillfully, such as phones, paging systems, computers, copiers, and software applications
- Understands and upholds Tenacre's policies and management responsibilities as outlined in the Tenacre Staff Handbook
- Ensures that Buildings and Grounds staff are aware of Tenacre's employment guidelines and policies

- Provides in-house or outside workplace, technical, and safety training programs for staff
- Implements State and Federal laws as they affect the Buildings and Grounds department and as directed by the Office of the President and Staff Relations
- Builds a working knowledge of plumbing, electrical, construction, HVAC, landscaping, gardening, and automotive systems to effectively respond to maintenance and gardening issues
- Walks or drives Tenacre carts safely around the Tenacre campus in all weather conditions; may be exposed to moving mechanical parts, chemicals, risk of electric shock, and fumes or airborne particles; works, crawls into confined spaces; climbs ladders to work on roofs; can safely lift up to 80 lbs
- In collaboration with the Director of Campus Facilities, develops annual preventative maintenance and landscaping contracts for the Tenacre campus.
- Provides after-hours maintenance support through a weekly rotating schedule with fellow maintenance on-call team members
- Supports Swimming Pool operation as a Certified Pool Operator
- Serves as a member of Tenacre's Fire Team

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, as stated above. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience

- Member of The First Church of Christ, Scientist
- Primary Christian Science Class instruction, preferred
- Bachelor's degree, preferred
- Five years of supervisory experience, preferably in direct supervision of construction trades or contractors
- Experience planning, scheduling, and prioritizing daily assignments for teams of 5 or more members

Certificates, Licenses, Registrations

- A state-issued driver's license
- Completion of New Jersey's *Fire Code Inspection and Enforcement* course is required within the first two years of employment
- Current New Jersey *Certified Pool / Spa Operator* certification or ability to obtain within the first year of employment