

**Job Title:** Sexton  
**Reports to:** Rector  
**Prepared by/Date:** Greg Bell, 9/2/14, Riggs  
**Approved by/Date:**  
**Incumbent:** Chris Manger  
**Employee Acknowledgement/Date:**  
**Status (FT or PT):** Part time  
**FLSA (Exempt or non):** Non-exempt

### **Job Summary**

The Sexton oversees and manages the ongoing maintenance and operations of church facilities and grounds. While part time, the position performs day-to-day actions that assure all building systems and structures are in good working order and repair, and all landscaping and gardens are well groomed and tended. The physical structure, operations and appearance of the church are a crucial part of the mission of the congregation, which depends upon the facilities for worship, formation, fellowship, administration and more.

### **Minimum Qualifications**

- Must be flexible in time and willing to adapt to the varying needs of the facility
- Demonstrated ability to manage a wide range of facility maintenance specialists and projects
- Demonstrated familiarity with essential operations of facilities
- Demonstrated interpersonal skills to communicate with clergy, staff, parishioners and contractors

### **Work Environment and Physical Demands**

- Work must be done on the parish campus. Occasionally scheduled meetings Wardens, Rector, Parish Administrator.
- Normal facility maintenance, including walking on normal surfaces including stair steps, occasional work on ladders.
- Lifting and carrying materials with weights up to 50 pounds.
- Appropriate dress for the nature of the work around the building and grounds
- Must have a car

### **Responsibility and Accountability**

The Sexton is supported by and reports to the Rector. The Sexton also works closely with Senior or Junior Warden, whoever is responsible for buildings and grounds. An evaluation and review structure for this system will be completed annually.

## **Essential Functions**

- Provide a variety of maintenance tasks from routine to specialized for maintaining the safety, structure and attractiveness of the buildings and grounds, including the rectory. Walk the grounds weekly.
- Provide basic building repairs, scheduled maintenance and grounds-keeping tasks, repairing and replacing necessary items, such as: electrical lights, switches, bulbs, doorbells, plumbing, appliances, gutters, bush and tree trimming, walkway clearance, ice removal, furniture, walls and drywall, painting. Ensure all systems are working properly.
- When projects demand additional expertise or skill, issue response for proposals (RFPs), obtain quotes, engage parish leadership (Rector, Wardens), negotiate with contractors to obtain best and fairest price.
- Schedule and oversee building contractor projects and routine maintenance, including: cleaning crew, electricians, plumbers, roofers, HVAC technicians, remodeling project managers, and others according to the task. Maintain a list of contractors to be called on when necessary.
- Respond to the facility needs of various people from the parish who work within the building, including flower guild, sacristy volunteers, staff, and others.
- Manage the annual Buildings and Grounds budget approved by the Vestry; purchase and maintain supplies and tools for repairs and tasks.
- Assist with fire and safety checks. Oversee necessary updates and repairs.
- Oversee setups for special occasions, coordinating with cleaning crew.

## **Core Competencies**

- Organization Skills – Ability to organize schedules and necessary resources (e.g. people, materials etc.)
- Communication Skills – Articulate, good listener
- Interpersonal Skills – Relates well with people, strong emotional intelligence, helpful, empathetic, collaborative
- Trust and Integrity – Trusted, truthful, confidential
- Technical Skills – Basic building and grounds repairs, replacements and maintenance; use of a wide variety of tools specific to the job
- Project Management Skills – Breaks tasks into steps and schedules their completion; issues RFPs and negotiates fair and best price