



Job Title: Operations Manager

Reports to: Senior Pastor

#### **Summary of the Business Operations Manager's Responsibility**

The Business Operations Manager is a generalist role at Washington Street United Methodist Church playing a role in ensuring the smooth and consistent operation, administration, and facility management functions of the church. Providing support to the WS Foundation, WS Child Development Center, Soup Cellar, various groups and ministries. Works closely with the SPRC Committee and Ministers to ensure compliance with church and denominational policies/practices. Coordination of facility maintenance and usage, working closely with staff and volunteers to support ministry programs. In many cases this position also serves as a liaison between the congregation, groups/ministries, and church leadership.

#### **Facilities Maintenance & Operations**

1. Manage the upkeep of multiple buildings, including worship spaces, offices, and common areas.
2. In conjunction with Trustees, negotiate, maintain, and coordinate a preventative maintenance plan for HVAC, Boiler Room, Elevator, plumbing, and electrical systems.
3. Oversee property and facilities access, security measures, risk management, and insurance policies.
5. Manage vendor and lease contracts for cleaning, landscaping, and facility upkeep.
6. Ensure compliance with local building codes, safety regulations, and accessibility Standards.
7. Coordinate capital improvement projects, renovations, and all repairs.
8. Responsible for the ongoing care and maintenance of all office equipment, printer/copiers and computer systems.
9. Oversee the purchasing process and maintenance of relationships.

#### **Contract Management and Technology Infrastructure**

1. Procure, negotiate, execute, and manage contracts with service providers, ensuring good stewardship of church Foundation, Soup Cellar, and CDC resources
2. Oversee rental & usage agreements for church facilities.
3. Periodically evaluate and recommend for the insurance needs of the church and manage the relationship with our insurance provider.
4. Manage and administer the access security systems used by the church as charge by the Trustees.
5. Supports the church's Trustees in maintaining the Church's technology infrastructure and all resources for ensuring the church stays current with tech trends. Manage the relationship with the church's outsourced IT service provider.
6. Conduct periodic Cyber Security tests / evaluations and make recommendations for adjustments as needed.