

Saint Mark's Episcopal Cathedral
Seattle, Washington

*Saint Mark's Cathedral is an equal opportunity employer.
We celebrate diversity and are committed to creating an inclusive environment for all employees.
All qualified applicants are encouraged to apply.*

Position Title: Cathedral Buildings & Grounds Specialist
Status: Full-time
FLSA Classification: Hourly, non-exempt
Areas of Responsibility: Cathedral Support Services: Buildings and Grounds, Vendor Relations, Tenant Relations
Reporting Relationship: Cathedral Subdean
Supervising Staff Relationships: None
Salary: \$27.54/hr--\$31.98/hr

Position Summary

The Cathedral Buildings & Grounds Specialist (hereinafter, the Specialist) will approach the entirety of their work with grace, good humor, and an unwavering commitment to serving the cathedral community in lifegiving ways. The person serving in this role must be a highly relational person with initiative and a demonstrated ability to work well with people of all ages. As a key member of the Cathedral Support Services team, the Specialist will work closely with the dean, subdean, cathedral administrator, staff and lay leaders, and community partners, in an array of settings in support of the Cathedral's mission and ministries.

Health and dental insurance, pension, and a robust array of paid leave benefits are provided according to cathedral policy. Employment is contingent upon completion of and remaining current with background screening and successful completion of Safe Church training to prevent child and vulnerable adult abuse as required by the Episcopal Church.

Responsibilities

Guided by the Cathedral Subdean and the needs of the cathedral community and other groups using the Cathedral campus, the Specialist:

- Responds to urgent maintenance needs for all campus buildings and grounds.
- Identifies and coordinates with Cathedral Subdean and vendors' work to be completed in timely, safe, and cost-conscious manner while reflecting quality workmanship.
- Ensures the cathedral's buildings and grounds consistently project a clean, neat, and professional appearance
- Assists with maintenance and repair of cathedral buildings, grounds, and equipment including preventive maintenance, as required
- Assists in ensuring all health and safety issues are resolved immediately, as appropriate
- Make basic lighting, plumbing, electrical, painting, and carpentry repairs, as requested
- Ensures cathedral maintenance machinery and equipment is properly maintained, kept clean, and stored in a secure location
- Monitors boilers/HVAC and other systems as needed and as directed by the Cathedral Subdean.
- In coordination with the Cathedral Subdean and Cathedral Sacristan, ensures the Cathedral campus and buildings are prepared for worship services and cathedral community events.
- Provide support, as required, during services, rentals, and events. *Note: most large rental events will be handled separately by contracted events support personnel.*

- Ensure that the spaces are clean after use and prepared for next event or group. This may require coordination with contracted cleaning service, supporting ministry group leaders, and some cleaning and moving of furniture by the Specialist.
- Develop knowledge of vendor list.
- Support “green practices” on campus when practical and cost effective.
- Attends ground care as needed and facilitates work to be completed by contracted vendors tending to ground-related care (e.g., sprinkler system management, gutter cleaning, drainage systems, etc.)
- Attend to preventive maintenance checklists on timely basis.
- Assists the Subdean maintain current permits for facilities operations as required by regulating bodies.
- Address emergency building repairs in timely and cost-conscious way.
- Serves as part of on-call list of contacts for security, fire and alarm systems on campus.
- Coordinate with Subdean, Cathedral Caretaker and volunteers assisting with on-campus parking and traffic flow for major events and services, as needed.
- Performs other duties as assigned

ESSENTIAL QUALITIES

- **Motivated self-starter:** Demonstrated ability to work independently to perform tasks to agreed-upon standards
- **Missional Alignment:** understands and supports the church’s mission, vision, and values
- **Relational Connectivity:** strong interpersonal and communication skills, commitment to building relational trust with the church community
- **Teachable & Studious:** ability to humbly receive feedback and instruction, desire to learn and pursue continuing education/training
- **Team Player:** works well in collaboration with others, commitment to investing in people

ESSENTIAL QUALIFICATIONS:

- High school diploma or equivalent
- Minimum one year’s experience in facilities and grounds maintenance
- Ability to work a flexible schedule, including weekends and evenings, if needed
- Ability to successfully complete the required background check
- Proven experience providing hospitality and welcome
- Required knowledge and skills: Experience with Microsoft Outlook and Office suites for communication with staff and group leaders; ability to gain functional use of eSpace scheduling program
- Experience with or basic knowledge of operational building systems
- Must be able to read, write and speak English in an understandable manner (a literacy and language requirement may not be necessary in every situation; however, handling chemicals or operating machinery requires the ability to read and understand instructions of use)
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Satisfactory completion of and remaining current with Safe Church training and background screening.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

	Regularly	Frequently	Occasionally
Sitting		X	
Standing	X		
Walking	X		
Climbing/balancing	X		

Lifting 50 or more pounds	X		
Reaching—with arms and hands	X		
Stooping/kneeling/crouching/crawling	X		
Talking	X		
Hearing	X		
Vision—close, peripheral, depth, ability to adjust/focus	X		
Other:			

For more information, or to apply, submit cover letter and resume via email to maubertin@saintmarks.org or by mail:

Mr. Marc Aubertin, Subdean
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Disclaimer:

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.