**Job Description**

**Job Title: Building and Grounds (B&G) Committee**

**Reports to: Building and Grounds Elder**

**Consists of: Committee Chairman, B&G Elder, and a minimum of two other Members**

**General Summary:**  To oversee, manage, and maintain the physical buildings and surrounding grounds of the Church including all appurtenant systems - including but not limited to plumbing, electrical, fire suppression and detection, Heating Ventilation and Air Conditioning (HVAC), Security, Audio-Visual Systems, and normal and emergency lighting.

**Primary Responsibilities:**

* Establish and maintain preventative maintenance scope and schedule for all buildings and their appurtenant systems.
* Arrange for required periodic inspection of building fire detection, alarm, and sprinkler systems
* Monitor building and system status for potential problems so as to catch them as early as possible in order to hopefully minimize extent of damage and costs of repair.
* Monitor the buildingandgrounds g-mail account for member input regarding potential problems.
* Assign personnel to make necessary repairs of faulted/inoperative items identified by church staff or congregation and to perform timely preventative maintenance.
* If deemed necessary and/or expedient, contract with professional contractors to perform preventative maintenance and/or repairs to the buildings and systems.
* See that church grounds are mowed and maintained on a regular basis and that flower/mulch beds are weeded and maintained in an attractive manner.
* Coordinate with the Retired Old Fellows (ROF’s) organization to utilize their manpower and resources to keep the church buildings, grounds, and systems maintained in good condition and attractive in appearance.
* Monitor and track church utility bills and initiate actions when required to correct negative trends.
* Serve as liaison with utility companies, fire department, county and city government officials and other outside entities when required to represent the interests of the church.
* Schedule periodic church wide work days to perform cleanup, maintenance and repairs to the church buildings, grounds, and systems.
* Recruit volunteers to fill positions of Incident Coordinator and Emergency Response Team Members as required by the church Safe Sanctuary Plan.
* Arrange for removal of snow/ice during inclement weather when the pastor (or church staff in his absence) advise that conditions warrant and expected efforts exceed their nominal efforts
* Assure that “hazardous materials” are not stored in the church (this exempts normal cleaning agents in quantities expected for routine activities)
* Maintain a list of approved cleaning supplies and their material safety information

The above responsibilities are intended to describe the general nature and level of the work being performed by the committee. They are not intended to be an exhaustive list of all duties and responsibilities.

**Minimum Qualifications:**

**Must be:**

* An Active Member of the Church
* Possess a deep commitment to service and a willingness to put in the **time required**.
* Possess a willingness to work as **part of a team**, supporting/encouraging other staff and volunteers.