

Facilities & Property Manager**Full-Time | Cedar Ridge Community Church | Spencerville, Maryland****Reports to:** Director of Operations**Compensation:** \$34–\$38 per hour, based on experience and demonstrated skills**Benefits:** Health, life, and disability insurance, retirement plan with employer matching, paid time off, and other employee benefits**Role Summary**

[Cedar Ridge Community Church](#) is seeking a Facilities & Property Manager to oversee the care, maintenance, operation, and ongoing improvement of our buildings and grounds. We believe caring for our property is one way of caring for people, and this role is central to creating safe, welcoming, accessible, and well-maintained spaces where worship, learning, service, recreation, and community can flourish. The ideal candidate is a proactive, hands-on problem solver who takes pride in quality craftsmanship, enjoys preserving historic buildings, understands that thoughtful maintenance today helps preserve our campus for future generations, and inspires volunteers to cultivate a shared sense of stewardship across our campus.

Core Areas of Responsibility**Facilities Administration & Planning**

Manage maintenance schedules, inspection records, vendor information, facilities documentation, and long-term planning for building operations and property stewardship.

Building & Systems Maintenance

Provide preventive maintenance, repairs, and ongoing care for buildings, mechanical systems, utilities, and campus infrastructure.

Property & Grounds Care

Maintain attractive, functional grounds and outdoor spaces while overseeing seasonal landscaping and equipment care.

Repairs & Improvement Projects

Perform skilled repairs, particularly carpentry and general building maintenance, while preserving the character and long-term sustainability of Cedar Ridge's historic buildings.

Contractor & Vendor Coordination

Coordinate, supervise, and evaluate outside contractors and service providers while supporting cost-conscious maintenance planning.

Community Stewardship & Volunteer Leadership

Build relationships with volunteers, identify the gifts and skills within the congregation, organize property workdays, and foster shared ownership of the church campus.

Supplies, Tools & Facility Organization

Maintain tools, equipment, maintenance supplies, and organized storage systems.

Safety, Accessibility & Property Stewardship

Coordinate inspections, maintain compliance with applicable safety requirements, serve as the primary facilities contact for emergency service providers, and recommend improvements.

Qualifications**Required**

- Minimum of five years' experience in facilities maintenance, construction, skilled trades, or related experience.
- Demonstrated carpentry and general building repair skills.
- Proactive approach to preventative maintenance and problem solving.
- Ability to work safely at heights and perform physical work.
- Strong organizational, communication, and documentation skills.
- Basic proficiency with Microsoft Office and digital systems.
- Commitment to supporting the mission, vision, and values of Cedar Ridge Community Church.

Preferred

- Experience maintaining historic or institutional buildings.
- General knowledge of HVAC, plumbing, lighting, and electrical systems.
- Experience coordinating contractors and volunteers.
- Landscaping and equipment maintenance experience.
- Interest in accessibility improvements and inclusive spaces.

Work Environment & Expectations

- Full-time, 40 hours per week, fully on-site position
- Typical schedule is Monday through Friday during daytime hours. One Sunday per month is expected to support worship services, connect with the congregation, and coordinate volunteer stewardship opportunities.
- Occasional evening, weekend, or emergency response as needed, with compensation and scheduling handled in accordance with church personnel policies
- Reports to the Director of Operations

Why This Role Matters

The Facilities & Property Manager is not simply responsible for maintaining buildings. This role helps shape the experience of every person who visits Cedar Ridge. A well-maintained campus communicates hospitality. Safe buildings communicate care. Beautiful grounds invite connection. Accessible spaces express our belief that everyone belongs. The person in this role will help preserve a place where ministry happens every day and where future generations will gather to worship, learn, serve, and build community.

To Apply

Please submit a resume and cover letter describing your interest in the role and how your experience, values, and approach to community align with the mission and culture of Cedar Ridge Community Church. Email materials to info@crcc.org.