



Position Description

Title: Building Manager/Head Sexton

Status: Full-time

The Head Sexton is responsible for the overall operation and maintenance of the church buildings, contents, equipment and grounds, and supervision of the sexton staff. This position will work closely with clergy, church program staff, outside vendors, and parish volunteers.

The Head Sexton will superintend a large, historic landmark property in an urban neighborhood, including the operation and maintenance of mechanical systems, electrical and instrument systems. He/she will coordinate ordering and receiving supplies and equipment, and oversee set up and clean up for church events such as services, classes, meetings, weddings, funerals, concerts, and receptions. He/she will also assist staff members and parish volunteers as needed.

The Head Sexton will work with contractors, and serve as liaison with maintenance companies and suppliers. He/she will monitor the department budget, approve invoices and work with insurer when needed. The Head Sexton will carry out a weekly and seasonal cleaning and maintenance schedule. He/she will be responsible for regular inspections of the building and grounds, and work closely with parish officials to plan major maintenance and capital expenditures.

The Head Sexton will schedule and supervise multiple sexton staff (full-time and part-time), submit time cards, and conduct regular performance reviews. Previous supervisory experience and excellent communication skills are necessary.

The ability to interact effectively and appropriately with staff, parishioners, and vendors is expected. Supervisory experience, basic handyman skills, and a valid PA license are required. Specialty or trade skills (carpentry, electrical, plumbing) are a significant plus. Must be comfortable using stairs and ladders, working outdoors, and lifting up to 50 lbs. Full-time, generous benefits, congenial atmosphere. Salary commensurate with experience.

Send letter of interest and resume to:

Calvary Episcopal Church
The Rev. Jonathon Jensen, Rector
315 Shady Avenue
Pittsburgh, PA 15206
jjensen@calvarypgh.org