



TEL: 011 463 2333
FAX: 011 463 2450

BRYANSTON METHODIST CHURCH (BMC)

JOB DESCRIPTION

Document Classification:
[Confidential]



TABLE OF CONTENTS

BRYANSTON METHODIST CHURCH (BMC)	i
TABLE OF CONTENTS	i
1. PROPERTY MANAGER	2-4

1. PROPERTY MANAGER

Job Title	Property Manager	
Post:		
Report to (Title):	Minister	
Department:		
Job Location:		
Purpose of the job:		
<p>The Property Manager is responsible for overseeing the management, maintenance and optimal functioning of all church properties and facilities. This includes ensuring compliance with statutory regulations, fostering relationships with stakeholders and maintaining the facilities to support the mission and operations of the church. Oversee property development, health and safety, vehicle management and staff coordination to support the overall ministry objectives.</p>		
Key Responsibilities		Weight (%)
Property & Facilities Management		
1.	<ul style="list-style-type: none"> Oversee the properties management. Ensure church-owned buildings, including houses, preschool, halls, admin building, and sanctuary are kept neat and in good repair. Oversee maintenance and repairs of roofs, gutters, air conditioning units, electrical systems and other critical infrastructure. Maintain grounds, including gardens, paving, signage, and traffic flow management, ensuring adequate parking provisions and well-marked parking bays. Prepare and clear venues for functions in coordination with the events coordinator. Oversee the management and upkeep of all church properties, ensuring they remain safe & functional. Develop, implement, and monitor maintenance schedules for buildings, equipment, and grounds. Ensure compliance with relevant statutory and safety regulations, including the Occupational Health and Safety Act Ensure all necessary certificates (e.g., occupation, electrical compliance) are up-to-date and accessible 	
Maintenance & Environmental Management		
2.	<ul style="list-style-type: none"> Proactively manage repairs and maintenance (R&M) to keep facilities in optimal condition. Schedule and prioritise day-to-day maintenance and emergency repairs. Evaluate and approve quotations for maintenance work, ensuring cost efficiency and quality. Manage minor refurbishments, redecorations, and additions. Identify opportunities for improving building efficiency and performance. Supervise planting and maintenance programs for lawns, plants, trees, and shrubs to ensure attractive and well-kept grounds. Oversee the selection and use of pesticides, herbicides, and fertilizers while maintaining adequate inventory 	
Health & Safety Management		

3.	<ul style="list-style-type: none"> • Conduct risk assessments and implement risk mitigation strategies. • Develop, update, and implement evacuation plans; conduct regular evacuation drills and training for marshals. • Oversee fire safety, including monthly inspections of firefighting equipment and correction of hazardous conditions. • Coordinate accredited first aid training for designated staff and ensure compliance with Occupational Health and Safety (OHS) regulations. • Handle Injury on Duty (IOD) reports, conduct investigations, and implement corrective actions 	
Budget & Contractor Management		
4.	<ul style="list-style-type: none"> • Prepare and manage repairs and maintenance budgets, ensuring alignment with operational priorities. • Identify opportunities to optimize cost efficiency while ensuring high standards of maintenance and operations • Forecast petty cash requirements, arrange purchases and balance cash slips. • Motivate and substantiate budget variances as required. • Maintain an up-to-date contact list of service providers and contractors. • Evaluate contractor quotations and prepare reports for approval. • Build and maintain positive relationships with contractors and service providers. 	
Tenant, Security and Stakeholder Relations		
5.	<ul style="list-style-type: none"> • Manage tenant relationships, addressing and resolving maintenance queries and complaints promptly. • Liaise with stakeholders for space planning and project requirements. • Develop, implement and maintain effective security measures for buildings, equipment, vehicles, and people. • Manage access control systems, alarm systems, and on-site security personnel. 	
Inventory and Vehicle Management		
6.	<ul style="list-style-type: none"> • Oversee the maintenance and storage of light motor vehicles, ensuring licenses are renewed on time. • Keep copies of staff driver licenses and monitor their renewal dates. • Ensure the First Aid box is properly stocked and accessible. • Ensure all church vehicles are roadworthy, regularly maintained, and have valid license disks. • Monitor general maintenance and secure storage of vehicles. 	
Staff Management		
7.	<ul style="list-style-type: none"> • Regularly meet with and manage property volunteers, providing guidance and training as needed. • Develop and implement individual role profiles for staff members. • Conduct performance reviews and ensure staff development through training opportunities. 	
Reporting and Compliance		
8.	<ul style="list-style-type: none"> • Maintain updated CADD information, including drawings and plans for buildings, electrical and water reticulations, and fire extinguisher placements. • Ensure legal documents, such as occupancy certificates, safety certifications, and maintenance logs, are up to date. 	

	<ul style="list-style-type: none"> • Prepare and submit detailed monthly reports to senior church leadership • Prepare and submit monthly property management reports to the Ministers and SEC. • Ensure compliance with relevant Acts and regulations, minimizing business risk. • Facilitate property development processes, ensuring compliance with zoning laws and municipal regulations. • Implement cost-effective plans for property improvements. • Administer property zoning and legal requirements, maintaining accurate records • Prepare reports, submit it to the Properties Committee for approval and then present it to Fincom for approval. 	
Ad Hoc Functions		
9.	<ul style="list-style-type: none"> • Perform additional functions as requested to support the operational needs of the church. 	
Knowledge and Skills Required		
<ul style="list-style-type: none"> • Qualification: Project Management/ Project Design/ Property Management or Facilities Management • 10 years' relevant experience of which 5 years must be in the Property Management industry • Technical proficiency in property systems and software, including CADD (Computer Aided Design & Draughting). • Proven leadership and team management experience. • Strong knowledge of property maintenance, health and safety regulations, and vehicle management. • Budgeting, financial management, and reporting skills. • Understanding of Methodist Ethos • Excellent interpersonal and communication skills for stakeholder engagement. • Ability to plan, organise, and execute multiple projects simultaneously. • Organisational and co-ordination skills • Strong administration skills • Sound knowledge of Microsoft applications • Logistic knowledge and analysis • Strong and well-developed verbal and written communication skills • Knowledge of properties management • Thorough knowledge of landscape gardening and grounds maintenance practices. • Knowledge of the different types of trees, shrubs, plants and lawns and their production and care. • Knowledge of herbicides, pesticides and fertilizers and their uses 		
Personal Attributes		
<ul style="list-style-type: none"> • Sociable and approachable • Strong Christian values and beliefs • Integrity • Commitment and dedication • Flexibility • Empathetic • Team player 		