



## Job Description

**Position Title:** Facilities Supervisor

**Reports To:** Campus Pastor

**Revised:** 12.14.2021

**Department:** Facilities

**Status:** Part-Time, hourly, non-exempt

**Campus:** Coshocton

### Primary Purpose

The Facilities Supervisor seeks to change lives by executing the department's operational goals of facilities oversight. The end goal of this oversight is to see the assigned NewPointe facilities ready for ministry to take place and that the facility is well-maintained, safe, clean, and welcoming to present NewPointe in a positive light to our surrounding community and to see lives changed as people come to experience a growing relationship with Jesus Christ.

### Key Result Areas

- Recruit, develop, equip, and empower facilities volunteer teams.
- Ensure parking lots, sidewalks, entrances, and other exterior assets are properly maintained and in safe working order for all NewPointe events.
- Perform facility management and oversight.
- Perform facility upkeep and maintenance.
- Setup and teardown rooms for events.
- Other duties as assigned.

### Position Requirements

Supervisory:

- Lead volunteers

Knowledge/Skills/Abilities:

- Strong, organizational, and record-keeping skills
- Attention to details/follow-through
- Ability to communicate clearly and concisely, both orally and in writing
- Basic understanding of electrical, plumbing, and HVAC systems
- Basic use of Excel and Outlook
- Able to ask questions for understanding and advancement of ideas/concepts
- Maintain confidentiality
- Coachable and takes direction well

### Qualifications

- Education: High School Diploma or equivalent
- Experience: Minimum 2 years of work or volunteer experience in this field

### Physical Activities/Requirements

- Must be able to lift 50 pounds
- Must be able to stand on concrete for two hours at a time
- Must be able to work on a ladder up to 15 feet high

**Personal and Spiritual Requirements**

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, which include:
  - Partnership
  - Tithe (within 3 months)
  - Participate in small group accountability
  - Regular attendance at all NewPointe services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God’s help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

**ACKNOWLEDGMENT**

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

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Applicant Signature/Date

*Craig Miller* 12/14/2021  
Management Signature/Date