



## Job Description

**Position Title:** Exterior/Interior Facilities Support

**Reports To:** Director of Building Maintenance

**Revised:** 05.25.2021

**Department:** Facilities

**Status:** Full-time, hourly

**Campus:** Dover

### Primary Purpose

The Facilities Support team member seeks to see lives changed, and ultimately lead people to realize and reach their full potential in Jesus Christ, by working as part of the facilities team to ensure the grounds, exterior of the facility, and equipment are maintained, safe, to present NewPointe in a positive light to our surrounding community and that the facility is clean, safe, and welcoming.

### Key Result Areas

- Recruit, develop, equip, and empower facilities volunteer teams.
- Ensure parking lots, sidewalks, entrances and other exterior items (such as benches and tables) are properly maintained and in safe working order for all NewPointe events.
- Ensure the landscaping is well maintained.
- Ensure upkeep of all maintenance garages.
- Maintain our inventory of tools, equipment, and resources.
- Maintain outside equipment and vehicles to ensure safety and performance.
- Perform facility “shut down” if on the late or weekend shift.
- Track and report maintenance issues in a timely manner.
- Supplement Interior Facilities Support team as necessary, including performing routine housekeeping tasks, including cleaning restrooms, classrooms, and other spaces, as well as cleaning up accidents as needed.
- Ensure that rooms are properly set up & torn down for events and weekly use.
- Other duties as assigned.

### Position Requirements

Supervisory:

- Lead volunteers

Knowledge/Skills/Abilities:

- Ability to communicate clearly and concisely
- Attention to details/follow-through
- Able to safely operate the following equipment: lawn tractors and mowers, weed eater, skid steer, 1-ton dump truck, pressure washer, electric hedge clippers, scissor lift, snow plow and salt spreader
- Able to ask questions for understanding and advancement of ideas/concepts
- Maintain confidentiality
- Coachable and takes direction well
- Able to work independently, as well as with a team.

- Basic familiarity with MS Word, Excel, and Outlook
- Able to work on multiple projects at once.
- Able to work with other NewPointe departments to help execute projects.
- Must be willing to work evenings and weekends.

### **Qualifications**

Education: High School Diploma or equivalent

Experience: Minimum 2-year's work or volunteer experience in this field

### **Physical Activities/Requirements**

- Must be able to lift 50 pounds
- Must be able to work standing up for 8 hours per day
- 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, including . . .
  - Partnership
  - Tithe (within 3 months)
  - Participate in small group accountability
  - Regular attendance at 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

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Management Signature/Date