

CAMPUS FACILITIES COORDINATOR

Position Description

Position Title: East County Campus Facilities Coordinator
Supervisor's Title: Campus Pastor
Position Status: Part-Time, Hourly

General Summary

The role of the Campus Facilities Coordinator is to perform routine work involving the repair and general maintenance of facilities, buildings, parking lots and equipment, while providing setup and breakdown assistance at events for Newbreak Church East County and the Hope Center, under the supervision of the Campus Coordinator.

JOB REQUIREMENTS:

1. Passion for serving the church in a task oriented position.
2. Available to work flexible and semi-changing work schedules.
3. Ability to be self-disciplined and motivated when working alone with little supervision.
4. Ability to recruit and lead a team of volunteers for setup and breakdown of events.

Essential Duties and Responsibilities

- Perform repairs within trained ability and alert Campus Assistant and Support Services using the Work Order Request form at newbreak.org/communication to extensive repair needs
- Monitor facility and report any deep cleaning, repair, or supply needs to Campus Assistant.
- Recruit team members from campus to assist in facility support and operations
- Train and develop volunteers to perform operational support duties
- Working knowledge of equipment, tools, and machinery used for maintenance and repairs.
- Working knowledge of language and terms used in maintenance work.
- Perform basic maintenance repairs including replacing worn or defective parts such as switches, fuses, light fixtures, door hinges, and change HVAC filters.
- Perform basic electrical and plumbing repairs (only small jobs, others will be contracted).
- Perform interior and exterior painting. (only small jobs, others will be contracted)
- Blow, sweep or hose sidewalks, patios, porches and parking lot weekly.
- Check sprinkler system for damage weekly and repair as needed.
- Check lights weekly and replace as needed.
- Deal with needed contractors (plumbers, electricians, roofers, carpenters, etc.)
- Weekly breakdown and setup Sanctuary, parking lots and other areas for events in accordance with the diagrams.
- Follow directions, be self-directed, and work independently with minimal supervision.

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- Delegates responsibilities in advance of vacations or known absences.
- Other duties as assigned.

Qualifications

- Knowledge and Skills
 - Ability to read, analyze and interpret documents such as safety rules and procedure manuals.
 - Ability to write reports and correspondence.
 - Ability to speak effectively before groups of volunteers, church members or staff members of the organization.
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
 - Ability to deal with problems involving several concrete variables in standardized situations.
 - Ability to use web-based email, Microsoft Word and Microsoft Excel.
- Licenses, Registrations, and Certificates
 - Current Driver License

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Spiritual Requirements

- Regular involvement in Newbreak activities and events.
- Signed acknowledgement of Newbreak's "Statement of Faith", "Expectations of a Staff Member", and "Commitment to Community" forms.
- Signed acknowledgement to policies and procedures as stated in Newbreak's employee handbook.
- Living out the spiritual principles outlined in the "Commitment to Community" form: participation in a small group; tithing; consistently attending worship services; involvement in outreach; following Christ personally and passionately; sexual purity.

Physical Requirements

- Has the ability to function independently. Possess the ability to speak. Has the physical ability to be able to lift up to 75 lbs. with or without assistance. This position also may require long periods of standing up and walking.

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Employment At-Will

All employees of Newbreak are at-will, as such, are free to resign any time without reason. Newbreak likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Newbreak has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of the Executive Pastor.

Employee Signature

Date

Printed Name

Date

Position: Campus Facilities Coordinator Reports to: Campus Pastor Position Status: Part-time, Hourly Flex schedule to accommodate special events Additional Comments: Must be available to work Easter and Christmas Eve	DEPARTMENT: Campus Operations EFFECTIVE: Immediately REPLACES: N/A PAGE: Page 3 of 3 MINISTRY PASTORAL APPROVAL: _____
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