



NEW LIFE CHURCH

Department	Property Maintenance		
Location	Alamo Campus		
Job Title	<u>Facilities Lead</u>		
Reports to	Sol Levy	<i>Title: Facilities Director</i>	
FLSA Code:	Type of position:	Hours: 40/week	
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Volunteer <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	

GENERAL DESCRIPTION

1. Maintain upkeep of grounds, performing basic functions and oversight of landscaping and other maintenance related duties.
2. Perform minor repairs, including but not limited to masonry, painting, hanging electrical equipment or wall hangings, minor electric, drywall, plumbing and temporary repairs in an emergency.
3. Supervise grounds and building volunteers from Teen Challenge.
4. Work with the Facilities Director in the execution of building construction and improvement projects.
5. Work with contractors and vendors in the execution of projects, acquisition of proposals and oversight of work performed under the Facilities Director.
6. Attend building-related meetings regarding policies, needed repairs, significant projects, and events.
7. Occasionally coordinate groups of volunteers for certain projects and maintenance to be executed by volunteers.
8. Coordinate projects in basecamp
9. Collaborate in all phases of weekend services on both campuses with facilities team
10. Leadership development and direction of our growing facilities team
11. Keeping the facilities team continually engages in producing excellent results while staying on schedule

CAPABILITIES AND CHARACTERISTICS

- Understands and embraces the New Life Church DNA by exemplifying a godly lifestyle and spiritual leadership to the New Life Church community
- Faithful, positive, loyal, self-motivated, flexible
- An independent self-starter who also works well within a team environment and comfortable interacting with leadership as needed
- Relationally adept, desiring to sincerely engage and network with diverse people.
- Demonstrate willingness to go the distance to get something done.
- A willingness to be coached and take guidance, as well as a demonstrated desire to learn new skills.

QUALIFICATIONS

- High School Diploma
- 3+ years of Construction Experience
- Valid driver's license and safe driving record
- Must have transportation
- Experience serving the public

Department	Property Maintenance		
Location	Alamo and Dublin Campus		
Job Title	<u>Facilities Team Lead</u>		
Reports to	Sol Levy	<i>Title: Facilities</i>	
<ul style="list-style-type: none"> • Ability to lift 50 lbs. • Manual dexterity and hazardous equipment • Skills or ability in light construction • Computer literacy 			
SALARY RANGE			
<ul style="list-style-type: none"> • Up to 40 hours per week • Salary: DOE 			
Name of person holding the position:			
REVIEWED BY		Title:	Date:
APPROVED BY	Shauna Reed	Title: HRAdministrator	Date:07/24/2018