



FLETCHER ACADEMY

Incorporated Ministries

Overview of Role

<u>Position:</u>	Renovations Specialist	<u>Department:</u>	Enterprises
<u>Class:</u>	Full-Time Regular	<u>Wage:</u>	DOE
<u>Status:</u>	Hourly Non-Exempt	<u>Reports to:</u>	Director of Enterprises
<u>Notes:</u>		<u>Revised:</u>	11/02/2021

Our Mission:

We are a growing community of believers operating Adventist schools, ministries, and businesses in harmony to educate youth to have a transforming influence on the world as disciples of Christ.

Our Vision:

To graduate students with the highest standard of intellectual and moral culture and thus be the leading sustainable Adventist educational model and resource for Christian leaders.

Why:

- Fletcher Park Inn is a place to “*Live with Purpose*” in an independent living community near to vibrant, active church families, a large AdventHealth community presence, including an adjacent regional hospital, and the Fletcher Academy Campus, offering physical, mental, social, and spiritual Food for Life. The physical buildings which our valued residents call home are the most tangible part of the Fletcher Park Inn community. They represent modern, up-to-date dwellings that offer not just residential space and an oasis of peace where one may rest or be active, be inspired or reflect, in solitude or while building relationships with others. Simply put, our desire is for each Villa and Apartment to be a unique, solidly constructed, modern, unpretentious yet tastefully appointed residence to call home during a special part of life.
- Fletcher Park Inn and the Enterprises division of Fletcher Academy, Inc. Ministries is a vital part of a Fletcher Academy education, which features an integrated work-study program as an essential component of its curriculum. Students work nearly everywhere on our campus, building practical skills and developing a strong work ethic as they are trained and mentored by

caring, knowledgeable, patient, and kind supervisors who help to prepare each student on their teams for a Life with Purpose.

- A critical part of our vision is to “be the leading sustainable Adventist educational model,” and this requires that our campus is maintained to a high standard of operational function and aesthetic quality. This requires the labor of a team of skilled tradespeople, who together are responsible for the physical wellness of the campus and its buildings, equipment, and infrastructure. In addition to the Plant Services and Grounds teams, the Renovation Specialist role is needed to proactively renew Villas and Apartments as they become available, providing skilled labor in various trades such as painting, trim and cabinet carpentry and installation, fixture and flooring installs, minor plumbing and electrical work, and other general construction and renovation labor support as required. This allows the community to maximize the life of each building and unit to the benefit of all, and to operate at its best as we carry out our mission and pursue our vision.

How:

- **This role serves** to preserve the beauty, functionality, and modernity of Villas and Apartments, ensuring that they are ready for incoming residents who are eager to enjoy their retirement years as part of our independent-living Seventh-day Adventist Christian retirement community.
- **Responsible** for the renovation of individual Villas and Apartments following their availability.
- **Works** with their hands and various tools of the trade to build/create, repair/restore and maintain/care for each unit as though they were preparing a home for their own family.
- **Utilizes** equipment, materials, tools, labor, knowledge, ingenuity, and creativity to efficiently and effectively perform tasks required to “do it right the first time,” completing work in a timely manner.
- **Cares** for the personal living spaces of others as work is performed, showing the level of courtesy, respect, and professionalism that defines the successful service organization and the Christ-centered values shared by the organization as it carries out its mission.
- **Demonstrates** effective stewardship of capital and material resources to produce high quality work output while being mindful of expenses.
- **Shows** genuine concern for the needs and desires of others.
- **Proactively seeks** new revenue sources and ways to minimize expenses without sacrificing the quality of work performed, with a guiding hunger and thirst for “*doing the right thing at the right time for the right reason.*”
- **Mentors** students by modeling positive work ethic, teamwork, and appreciation for manual labor, especially in trade skills, i.e. construction / renovation, and maintenance.
- **Engages** others by identifying opportunities for both existing and new volunteers to serve, connect with others, and be recognized and appreciated, thereby further energizing support of the mission of Fletcher Academy.
- **Communicates** routinely with their leader(s) regarding issues affecting areas of responsibility, and shares ideas for improvements for further consideration.
- **Assists** with other projects and tasks as assigned.

What (Qualifications):

- Previous professional and/or other extensive experience in construction / renovation or trade(s) such as carpentry, plumbing, electrical, HVAC, roofing, welding/fabricating, painting, trim carpentry, cabinetmaking, tiling/carpeting/flooring, facilities maintenance, etc.
- Proven track record of positive work output and relationship with others.
- Effectively communicates both verbally and written (required to be fluent in English; bi-lingual is a plus, but not required).
- Lifting requirements < 75 lbs.
- May sit, stand, walk, or perform manual physical labor of varying intensity for extended periods.
- May require stooping, bending, standing, crouching, and a moderate level of physical dexterity with moderate level of physical exertion
- The person should be a living example of the manifested benefits of living our values, i.e. practically demonstrate the health message of the Seventh-day Adventist Church in body, mind, and spirit.
- May work a flexible schedule but be comfortable working with project deadlines and other time / resource constraints.
- Must have a sincerely expressed desire to serve Christ, and a willingness to be part of a dynamic, diverse team serving in a drug/alcohol/tobacco-free campus workplace environment.

Who:

- Reports to the Director of Enterprises. May supervise student employees, Career Education students, and/or volunteers.

Expectations:

- The mission drives everything we do; students are central to that.
- We collaborate with team members to put the best of the organization first.
- We are supportive of others and open to their ideas.
- We focus on God and work towards unity.
- We take responsibility and initiative in a timely fashion.
- We thank volunteers and donors at every opportunity.
- We bring our best effort, no excuses.
- We operate with grace, flexibility, respect, professionalism, excitement, and energy.
- We identify and fill unmet needs.
- We communicate, regularly talking in person or calling team members, including Leaders.