



## Hope Community Church Job Description

**Job Title:** Mobile Campus/Fleet Support  
**Reports to:** Mobile Campus Facility Manager  
**FLSA Status:** Part-Time, Non-exempt

### Role Summary:

Support functional operation of Mobile Campus trucks, trailers, and equipment. Perform periodic inspection of trucks and trailers to ensure they are ready for weekend deployment. This person must affirm and support the statement of faith and mission of Hope Community Church.

### Primary Duties/Responsibilities:

- Perform routine checks of trucks to ensure they have gas, are in safe working order and ready for volunteer use on Sunday.
- Respond to work orders involving issues with trucks and trailers.
- Assess scope of needed repairs or modifications, working with the Mobile Campus Facility Manager and facility teams to get needed supplies and to make the repair if possible.
- Consult with Mobile Campus Facility Manager when additional support is needed from outside vendors. If needed, deliver the truck and/or trailer to vendor for service.
- Ensure all trucks are in place as needed for mobile campus services.
- Respond to work orders involving Mobile church cases: complete simple repairs and or modifications such as replacing door hardware, castors and moving inner shelves and/or brackets.
- Be available on Sundays to respond to issues as they arise with weekend trucking
- Other Duties as assigned.

### Skills and Abilities:

- Ability to read and understand technical information
- Ability to assess issues quickly and effectively
- Strong communication skills
- Exceptional organization skills and patient demeanor
- Ability to perform in a physically demanding role
- Knowledge to diagnose and repair simple electrical and electronic issues
- Experience in changing tires and troubleshooting common issues.
- Ability to learn and utilize the eSpace work order system

**Education and Experience:**

- High school diploma or equivalent
- Computer literacy
- Basic carpentry skills
- Confidence in using hand tools and power tools
- Experience and comfort with towing large (heavy) trailers.
- Possess a valid NC State driver's license with a clean driving history

**Physical Requirements:**

- Must be able to lift, bend, stretch, kneel, and squat to perform repairs and inspections
- Must be able to lift up to 50 pounds at times