

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Assistant Director of Maintenance and Operations

Job Description

October 2014

Reports to: Director of Maintenance and Operations

Status: Exempt

Term: 235 days

Primary Purpose:

Assist the Director of Maintenance and Operations to manage district's maintenance, transportation and custodial operations. Maintain physical school plant in a condition of operating excellence so that full educational use may be made at all times. Provide students with a physical learning environment that is safe, clean, attractive, and functional. The administrator stands in place of the Director of Maintenance and Operations in his or her absence.

Qualifications:

Education/Certification:

Bachelor's degree or equivalent experience

Special Knowledge/Skills:

Knowledge of basic principles of construction, school plant maintenance, and custodial operations

Ability to manage budget and personnel

Ability to coordinate district function

Ability to implement policy and procedures

Ability to interpret data

Ability to read blueprints and schematics

Strong organizational, communication, and interpersonal skills

Experience:

Three years supervisory experience in maintenance or construction operations

Major Responsibilities and Duties:

Building Maintenance and Repair

1. Assist with management of custodial, maintenance, transportation and repair, security, and central warehouse operations of district.
2. Receive and process work orders for repair and maintenance of buildings and grounds.

“Job Openings” are posted at www.tcisd.org .

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Assistant Director of Maintenance and Operations

Job Description

October 2014

3. Assist with developing and maintaining written departmental procedures for maintenance, repair, operations, and security of all district buildings and equipment.
4. Prepare plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.

Policy, Reports, and Law

5. Implement federal and state law, State Board of Education rule, and local board policy in maintenance area.
6. Compile, maintain, and file all physical and computerized reports, records, and other documents required in maintenance area.

Budget and Inventory

7. Compile budgets and cost estimates based on documented program needs.
8. Plan and direct inventory and stock control program for equipment and supplies.
9. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
10. Replace and maintain a current inventory of supplies and parts to avoid delay when reordering.
11. Approve and forward invoices and purchase orders for maintenance department to accounting department.
12. Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.

Personnel Management

13. Assign work to maintenance and transportation personnel and oversee completion.
14. Evaluate job performance of employees to ensure effectiveness.
15. Recruit, train, and supervise maintenance, custodial and transportation personnel and assist Director to make sound recommendations about personnel placement, transfer, retention, and dismissal.

“Job Openings” are posted at www.tcisd.org .

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Assistant Director of Maintenance and Operations

Job Description
October 2014

Safety

- 16. Maintain safety standards in conformance with federal, state, and insurance regulations and develop a program of preventive safety.
- 17. Ensure that equipment is maintained in operating and optimum condition.

Other

- 18. Perform disaster duty when needed.
- 19. Attend professional growth activities to keep abreast of innovative techniques in maintenance operations.
- 20. Respond to after hours emergencies as needed.
- 21. Perform other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate performance of skilled craftsmen, head custodians, grounds supervisors, warehouse supervisors, security personnel, and support staff assigned to maintenance and operations department.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent districtwide travel; occasional prolonged and irregular hours; work indoors and outdoors to conduct on-site inspections of all maintenance facilities and construction projects.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

“Job Openings” are posted at www.tcisd.org .

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Assistant Director of Maintenance and Operations

Job Description

October 2014

“Job Openings” are posted at www.tcisd.org .