

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Maintenance Supervisor

Job Description

Reports to: Director of Maintenance

Exemption Status/Test: Exempt

Primary Purpose:

Responsible for on-site leadership of maintenance and repair services for assigned district facilities. Assist director of maintenance to maintain the physical school plant in a condition of operating excellence so that it may be fully used at all times.

Qualifications:

Education/Certification:

Clear and valid Texas driver's license

Special Knowledge/Skills:

Specific knowledge of one craft used in building repair and maintenance including carpentry; electrical repair; heating, ventilation, and air conditioning; painting; or plumbing

General knowledge of other crafts used in building repair and maintenance

Ability to direct and supervise personnel

Ability to read blueprints and schematics

Ability to perform mathematical calculations

Effective organizational, communications, and interpersonal skills

Experience:

Four years experience in a craft field

Major Responsibilities and Duties:

Facilities Maintenance and Repair

1. Assign work to craft personnel and oversee completion. Initiate contract repair when work cannot be performed by district staff.
2. Assign priority to maintenance work orders and process them. Work cooperatively with principals and facilities managers to schedule and complete repairs.
3. Estimate cost of repair projects including labor, materials, and other related costs.
4. Perform repairs and assist skilled workers to complete repairs as needed.

Inspection

5. Inspect all district buildings and facilities and initiate repairs as needed.

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6. Conduct on-site inspection of completed repair projects. Monitor and inspect contract work.

Safety

7. Provide training and orientation to all skilled workers in safety procedures and proper use of tools and equipment.
8. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures.
9. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
10. Follow established procedures for locking, checking, and safeguarding facilities.

Inventory and Equipment

11. Prepare, implement, and maintain preventive maintenance schedules for tools and equipment. Ensure that maintenance is completed and equipment is in safe operating condition. Recommend replacement of existing equipment when necessary.
12. Conduct regular inventory of physical equipment and supplies and maintain accurate records. Order tools, equipment, and supplies as needed.

Other

13. Respond to after-hours emergency calls as needed.
14. Assist in the preparation of department budget.
15. Assist in recruiting, screening, selection, training, and evaluation of maintenance employees.
16. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).

Supervisory Responsibilities:

Monitor the work and issue work assignments to skilled maintenance workers, including carpenter, electrician, HVAC technician, painter, and plumber.

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Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Small hand tools; power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

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 _____