

**Job Title:** Maintenance Grounds/Buildings Supervisor

**Wage/Hour Status:** Nonexempt

**Reports to:** Director of Maintenance

**Date:** June 1, 2009

**Dept./School:** Maintenance

**Primary Purpose:**

Organize and direct maintenance and repair services for all 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.

**Preferred Qualifications:**

**Education/Certification:**

High school diploma or GED  
Valid Texas driver's license

**Special Knowledge/Skills:**

Knowledge in crafts 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 manage personnel  
Effective planning and organizational skills

**Experience:**

Five years experience in appropriate fields of work

**Major Responsibilities and Duties:**

**Facilities Maintenance and Repair**

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

**Inspection**

7. Inspect all district buildings and facilities and initiate repairs as needed.
8. Conduct on-site inspection of repair projects; monitor and inspect contract work.

**Safety**

9. Provide training and orientation to all assigned workers in safety procedures and proper use of tools and equipment.

10. Operate tools and equipment according to established safety procedures.
11. Ensure that equipment is in safe operating condition.
12. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
13. Correct unsafe conditions in work area and report any conditions that are not correctable to the director of maintenance immediately.

#### **Inventory and Equipment**

14. Prepare, implement, and maintain preventive maintenance schedules for maintenance and repair of tools and equipment.
15. Order tools, equipment, and supplies and maintain accurate records.
16. Recommend replacement of existing equipment.
17. Conduct annual inventory of physical equipment and supplies.

#### **Other**

18. Work irregular hours and respond to after-hours emergency calls as needed.
19. Assist in the preparation of department budget (as necessary)
20. Assist in recruiting, screening, selection, training, and evaluation of maintenance employees.
21. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).

#### **Supervisory Responsibilities:**

Supervise and evaluate the work of maintenance workers.

#### **Equipment Used:**

Hand and power tools, measuring devices, propane torch, welders, forklift, trencher, backhoe. Light truck or van.

#### **Working Conditions:**

##### **Mental Demands/Physical Demands/Environmental Factors:**

Frequent walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Ability to operate hand, power, and bench tools. Work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces; on ladders, and scaffolding; and around machinery with moving parts. Exposure to hot and cold temperatures, and excessive noises. Frequent districtwide travel.

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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 Ned Burns

Date June 1, 2009