



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Maintenance Manager (Foreman)

Salary Block: 409

Reports To: Designated Maintenance Coordinator

Terms of Employment: 239 Days

Exemption Status: Exempt

Primary Purpose:

The primary purpose for this position is to coordinate and manage the care of district's buildings and equipment.

Qualifications:

Education/Certification/Requirements:

- High school diploma/equivalent or higher; Trade License required if applicable to specialized trade (Master Plumber, Texas Irrigation, Texas Backflow, Inspector)
- Valid Texas Driver's License

Special Knowledge/Skills:

- Master-level skill in multiple trade areas (e.g. carpentry, grounds, plumbing)
- Knowledge of problems in school plant maintenance and operations
- Strong leadership and conflict management skills
- Must have good computer skills
- Physically able to lift 20-100 pounds
- Demonstrate ability to effectively communicate with district employees and general public

Experience:

- Minimum of five (5) years' of supervisory experience with course work or other specified training as required by trade

Major Responsibilities and Duties:

1. Coordinates, manages, and is responsible for the care and repair of all district buildings and equipment.
2. Coordinates the assigned phases of maintenance building inspections, not limited to: carpentry, electrical, grounds, mechanical, plumbing, painting, roofing, special systems, and any other area which affects the care of school buildings and facilities.
3. Supervises the management of assigned personnel in the maintenance section to secure the best labor utilization with labor and materials in performing planned maintenance functions.
4. Plans, administers, and supervises contracted services and site work.
5. Assists with the standardization of building materials for maintenance use.
6. Assists on the evaluation work performance of employees.
7. Acts as a liaison between the designated Maintenance Coordinator, and other district personnel.
8. Instructs maintenance workers in use and care of equipment and its safe operation.
9. Maintains time and production records as related to assigned functions through web-based program.
10. Promotes and improves working relations and communications.
11. Develops and maintains inventory control, production schedules, preventative maintenance schedules and records.
12. Ability to interpret plans, bid specifications, and assist in budget preparation.

ADOPTED: 3-5-85

AMENDED: 10-10-89, 11-6-90, 3-2-93, 8-10-11, 9-13-13, 04-01-14,
9-10-14, 10-5-16, 10-23-17, 9-25-19, 5-19-2020

Maintenance Manager (Foreman)

13. Upholds and adheres to safety rules and policies of the SISD safety program.
14. Supports the goals and objectives of the school district and follows all district policies.
15. Performs any other duties as assigned by appropriate supervisor.
16. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district.
17. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to provide leadership in a positive, open communicated manner and be focused on customer service and satisfaction.

Physical Demands/Environmental Factors: Moderate walking, standing, and/or climbing; lifting and carrying; stooping, bending, kneeling, reaching. Work outside and inside; work around moving objects; work on ladders and scaffolding. Ability to operate motor vehicle. Ability to utilize computer terminal and web-based program. Shift work.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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