



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Maintenance and Operations Supervisor

Pay Grade: 102

Reports To: Designated Maintenance Coordinator

Terms of Employment: 239 Days

Exemption Status: Exempt

Primary Purpose:

The primary purpose of this position is to oversee and supervise the maintenance department.

Qualifications:

Education/Certification:

- High school diploma/equivalent or higher
- Trade License required (Texas' Irrigator, Texas Backflow, Master Electrician, Master Plumber, Inspector, Fire, HVAC licenses)
- Valid Texas Commercial Driver's License

Special Knowledge/Skills:

- 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:

- Must have five (5) years' of experience in administrative work, requiring licensing as required by trade
- Minimum of five (5) years verifiable experience in supervisory position

Major Responsibilities and Duties:

1. Coordinates, manages, and responsible for the care and repair of all district buildings and equipment.
2. Establishes and maintains, on a current basis, both an annual and a long-range plan for meeting the assigned maintenance requirements of the physical facilities.
3. Oversees and inspects work in the field on a regular basis.
4. Responsible for the successful management, supervision, and evaluation of assigned District employees who provide services in the following trades, 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.
5. Acts as a liaison between the Director, designated Maintenance Coordinator, and other district personnel.
6. Promotes and improves working relations and communications.
7. Assists in developing work methods, procedures and problem solving techniques as they apply to departments needs.
8. Ability to prepare and present accurate, understandable reports as needed by the Director and/or designated Maintenance Coordinator.
9. Maintains time and production records as related to assigned functions through web-based program.

ADOPTED: 3-8-85

AMENDED: 10-10-89, 11-6-90, 3-2-93, 8-10-11, 4-1-14, 10-5-16,
10-23-17, 9-25-19, 5-19-2020

Maintenance Supervisor

- 10. Develops and maintains inventory control, production schedules, preventative maintenance schedules and records.
- 11. Ability to interpret plans, bid specifications, and monitor department budget.
- 12. Assists in the development of training programs for the other employees in the area of tools and/or tool and job safety.
- 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 assigned by Maintenance Coordinator and/or Director.
- 16. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
- 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 communicate effectively (verbal and written).

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. 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.