



## Flour Bluff Independent School District Job Description

**JOB TITLE:** General Maintenance Supervisor

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 260

**REPORTS TO:** Assistant Director of Maintenance and Operations

**DATE REVISED:** 01/2025

**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 always used.

**QUALIFICATIONS:**

**Education/Certification:**

- High School diploma or GED
- Must be able to obtain a valid Commercial Driver's License Class B with Passenger and School bus endorsement within 90 days with assistance from school district.
- Valid Texas Driver 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 manage personnel.
- Ability to read blueprints and schematics.

- Effective planning and organizational skills

**Experience:**

- Five years' experience in one craft field
- Two years supervisory experience

**MAJOR RESPONSIBILITIES AND DUTIES:****Facilities Maintenance and Repair:**

1. Estimate cost of repair projects including labor, materials, and other related costs.
2. Assign all repairs to craft personnel and oversee completion.
3. Perform repairs and assist skilled workers to complete repairs as needed.
4. Work cooperatively with principals and facilities managers to schedule and complete repairs.

**Inspection:**

5. Inspect all district buildings and facilities and initiate repairs as needed.
6. Conduct on-site inspection of repair projects.
7. Monitor and inspect contract work.

**Safety:**

8. Provide training and orientation to all skilled workers in safety procedures and proper use of tools and equipment.
9. Ensure that equipment is in safe operating condition.

**Inventory and Equipment:**

10. Prepare, implement, and maintain preventive maintenance schedules for maintenance and repair of tools and equipment.
11. Order tools, equipment, and supplies and maintain accurate records.
12. Conduct annual inventory of physical equipment and supplies.

**Other:**

13. Work irregular hours and respond to after-hours emergency calls as needed.
14. Assist in recruiting, screening, training, and evaluation of maintenance employees.
15. Maintain accurate information for payroll reporting (timecards, tardiness, and absenteeism).

16. Maintain good working communications with co-workers and other staff members.
17. Maintain good attitude in difficult situations.
18. Help maintain cohesiveness among employees.
19. Perform duties in a timely and organized manner.
20. Project a professional image through demeanor and dress.
21. Comply with Maintenance/Transportation Department policies and procedures.
22. Comply with policies and procedures as outlined in employee handbook and addendum.
23. Maintain regular and reliable attendance.
24. Adhere to proper channels when communicating ideas, problems, etc.
25. Perform other duties as assigned.

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

**Tools/Equipment Used:**

Garden tools; small hand tools; power tools; heavy equipment including backhoe, tractor, grader; and power mower; light truck or van.

**Posture:**

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

**Motion:**

Frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving.

**Lifting:**

Heavy lifting and carrying (45 pounds and over) daily.

**Environment:**

Work outside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical (herbicides and fertilizer) 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 above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**