



<b>Job Title:</b>	General Maintenance Supervisor	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Maintenance Director	<b>Pay Grade:</b>	Maintenance Pay Grade 5
<b>Dept. /School:</b>	Maintenance Department	<b>Date Revised:</b>	10/26/2011

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**Primary Purpose:**

Responsible for planning, organizing, and directing the activities of the General Maintenance Department to ensure timely, accurate and cost effective completing of jobs assigned to the department. Receive, prioritize and distribute work orders and P.M.'s. Review, finalize, and return completed work orders for final computer recording.

**Qualifications:**

**Education/Certification:**

Valid Texas driver's license  
Good driving record  
High school diploma or GED  
Some college or technical school training in related areas, preferred  
Certified in inspection and service of hand-held fire extinguishers

**Special Knowledge/Skills:**

Strong written and oral communication skills  
General knowledge of cabinet shop fabrication procedures and associated equipment  
Extensive knowledge of ingress and egress hardware and associated loc and security systems  
General knowledge of NFPA Fire and Life Safety Codes, Uniform Building Codes, Americans with Disabilities Act (ADA), Environmental Protection Agency (EPA) regulations and Occupational Safety and Health Association (OSHA) codes  
General knowledge of basic construction and maintenance techniques on the commercial and school building level, including repairs on all components, as well as, preventive maintenance

**Experience:**

Five years experience in maintenance of school facilities or equivalent commercial building maintenance experience  
Two years supervisory experience in maintenance of school facilities or commercial building maintenance

**Major Responsibilities and Duties:**

**General Maintenance:**

1. Plan, organize and accomplish jobs as assigned, assuming responsibility for accuracy, appearance, and timeliness of jobs.
2. Supervise and direct the efforts of the general maintenance department employees.

3. Plan and implement major renovation projects, including preparation of detailed plans, bills of materials, time requirements, purchasing and scheduling material deliveries and coordination with appropriate city departments (Arlington and Mansfield) for permits and inspections.
4. Conduct monthly employee training sessions.
5. Maintain department records, including building plans and specifications, material and equipment specs and catalogs, code manuals, safety manuals, employee records and MISD policies and procedures manuals.
6. Coordinate tasks with other maintenance trades to ensure continuity of work that involves some or all of the other trades. Assist other trades as needed.
7. Communicate with appropriate campus administrators and teachers to ensure that they are aware of work to be done and class disruptions are kept to the minimum possible.
8. Responsible for maintaining positive relationships and communications with campus administrators and teachers as well as maintaining a positive image to the general public.
9. Responsible for timely and accurate work order documentation and submittal.
10. Completes timesheet as required by supervisor.

**Safety:**

11. Maintain a comprehensive safety program by constant monitoring for potential safety problems and ensuring that all safety procedures are followed.
12. Responsible for the safety of personnel in the department as well as identifying and notifying proper authorities of any condition that appears to be a hazard.
13. The supervisor has definite responsibilities in the event of an emergency in the district such as fire, storm, structural failure or other events that could result in the loss of life or property. The supervisor must be aware of these duties as outline in the district Emergency Response Manual.
14. Operate tools, equipment, and machinery according to prescribed safety procedures.
15. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
16. Ensure that vehicles, equipment, and tools are maintained in a safe operating condition.
17. Inspect and adjust tools and equipment for safety and efficiency.
18. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

**Inventory and Equipment:**

19. Coordinate the storage and use of all equipment, tools, and supplies used.
20. Prepare, implement, and maintain preventive maintenance and repair procedures for equipment and tools.
21. Recommend replacement of existing equipment.

**Other:**

22. Drive light truck or car throughout the district to monitor work and coordinate with school administrators.
23. Respond to emergencies, as required.
24. Other duties as assigned.

**Supervisory Responsibilities:**

Supervise all general maintenance employees

**Equipment Used:**

Power tools and hand tools (standard cabinet shop saws, planers, pneumatic nail guns, power actuated pin drivers, leveling devices, drill press, welders, torches, drills, grinders, etc.). Light truck or car.

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

Continual walking, standing, climbing, power lifts, scaffolds, heavy lifting and carrying, stooping, bending, kneeling, stooping, squatting, and reaching. Work outside and inside and around moving objects or vehicles. Exposure to extreme temperatures, dust, fumes orders, chemicals, and loud noises, mechanical and electrical hazards normally associated with constriction and shop operations. Occasional work at heights up to 30' above ground. Exposure to slippery and uneven walking surfaces. Frequent district wide travel.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*