



Job Title: Assistant Director Building Trades

Exemption Status/Test: Exempt

Reports to: Director of Maintenance

Date Revised: September 2020

Dept. /School: Maintenance

Primary Purpose:

Independently assess and respond to daily operational issues as required by the Maintenance department managers or other internal/external agencies. Responsible to the Director of Maintenance and will assist with various administrative and management functions as required.

Qualifications:

Education/Certification:

Required:

Bachelor's Degree in Business Administration or related field preferred

or

High School diploma/GED with 10 years' management and supervisory experience in maintenance operations

Computer experience in processing documents and record maintenance

Valid Texas driver's license with good driving record

Preferred:

Five (5) years recent managerial experience relating to maintenance and construction in a school district setting

TASBO certification

Special Knowledge/Skills:

Required:

Demonstrated ability to establish and maintain effective working relationship with diverse constituencies

Excellent oral and written communication skills are required

Adaptability and resourcefulness are essential

Analytical and reasoning skills necessary for evaluation processes, judgment, and independent action are critical

Computer literacy

Demonstrated proficiency in the mechanical and structural trades

Working knowledge of architectural plans and specifications are essential.

Major Responsibilities and Duties:

1. Supports and follows local, state and federal rules and policies.
2. Ensures that maintenance operations contribute to the attainment of district goals and objectives.
3. Assists with the planning and conducting of needs assessments related to the maintenance operations of the district.
4. Works with other personnel in projecting building and facility needs, staffing needs, energy needs, equipment and supply needs, and established safety practice needs.
5. Visits schools on a regular basis to examine building and grounds for needed maintenance.

6. Establishes and implements a program of preventive maintenance and equipment preventive maintenance.
7. Demonstrates ability to deal with emergency repairs efficiently.
8. Assists in the preparation and administration of department budget.
9. Accepts responsibility for accurate property inventory.
10. Helps coordinate and plan renovations and new construction with administration and architects.
11. Performs work order analysis and all assigned duties relating to work order management.
12. Establishes and implements maintenance schedules to ensure optimum use of maintenance personnel and district standards.
13. Keeps informed of the latest trends, development and products in the area of maintenance, custodial, grounds products and grounds equipment, herbicides, pesticides, fertilizer, and landscape material.
14. Establishes and implements grounds departmental work schedules to ensure optimum use of grounds personnel to ensure grounds and related areas are aesthetically pleasing and safe.
15. Is prompt and thorough in completing assignments.
16. Keeps informed of the latest trends, development and products in the area of maintenance, custodial, grounds products and grounds equipment, herbicides, pesticides, fertilizer, and landscape material.
17. Resolves conflicts effectively and works in harmony with others.
18. Interviews maintenance applicants and recommends for employment.
19. Defines job performance expectations of subordinate staff, evaluates job performance, conducts conferences, and develops plans to ensure the best operation of the department.
20. Trains maintenance staff in proper repair/preventive maintenance procedures and standards established by the district.
21. Performs all other duties as assigned.

Supervisory Responsibilities:

MEP Manager
Grounds Manager
Maintenance Trades and Projects Manager

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals; travel in-district

Posture: Prolonged sitting, occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching, drive vehicle

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work irregular hours; occasional prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

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