Job Title: Assistant Director, Building Trades  
Exemption Status/Test: Exempt

Reports to: Director of Maintenance  
Date Revised: May 21, 2015

Dept. /School: Maintenance

Primary Purpose:
This person is required to independently assess and respond to daily operational issues as required by the Maintenance Department managers and other internal/external agencies. This person is responsible to the Director of Maintenance and will assist with various administrative and management functions as required.

Qualifications:

Education/Certification:
Bachelor’s Degree
Valid Texas driver’s license with good driving record

Experience
Minimum five (5) years’ recent managerial experience relating to maintenance and construction

Special Knowledge/Skills:
Demonstrated ability to establish and maintain effective working relationship with diverse constituencies
Excellent oral and written communication skills
Adaptability and resourcefulness are essential
Analytical and reasoning skills necessary for evaluation processes, judgment, and independent action is required
Computer proficiency in Microsoft Word, Excel and Outlook
Demonstrated proficiency in the mechanical and structural trades
Working knowledge of architectural plans and specifications are essential.

Major Responsibilities and Duties:

1. Acting as the Director’s representative, will be responsible for the management of the daily administrative and operational business associated with the maintenance department.
2. Assist the Director with the development and maintenance of various capital, construction and operational budgets and initiate the preparation of annual reports and projections.
3. Required to plan, estimate, negotiate, execute, and manage various projects through outside contractors as well staff personnel.
4. Directs the planning, development, scheduling and implementation of several major programs;
   - Planned Program Maintenance
   - Preventive Maintenance
   - Deferred Maintenance
   - Renovation and Alteration
   - Contracts
   - Safety
   - Facilities Security
Supervisory Responsibilities:

Manages a staff which includes: Mechanical HVAC (Building Engineers/Systems Operators), Crafts (Electrical, Paint, Carpentry, Locksmith, and Plumbing), Groundskeepers, and outside agencies associated with facility maintenance.

Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; may use small hand tools and power tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension and overhead reaching; frequent driving

**Lifting:** Regular moderate lifting and carrying (15 - 45 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Work outside and inside on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

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.