Waco Independent School District
JOB DESCRIPTION

Job Title: Supervisor of Maintenance and Grounds  Wage/Hour Status: Exempt/At-will

Reports To: Coordinator of Maintenance  Pay Grade/Days: 311A/240
Dept./School: Maintenance  Date Revised: May 2018

Primary Purpose:
Supervise, and direct the daily activities of all maintenance and grounds department personnel.

Qualifications:
Education/Certification:
High school diploma or GED required
Valid Texas driver’s license
Must be eligible to drive based on the Texas DPS School Transportation Guidelines
Asbestos certification preferred or ability to obtain within 9 mos.

Special Knowledge/Skills:
Special knowledge of building repair and building maintenance including carpentry, electrical repair, heating, ventilation, and air conditioning, painting, plumbing, mowers, fertilizer spreaders, and tractors
Ability to read and interpret blueprints and landscape plans
Knowledge of gardening and landscape maintenance
General knowledge of other crafts used in building repair and grounds maintenance
Ability to manage personnel
Ability to operate riding or power mower, power tools, and hand tools

Experience:
Five (5) years’ experience in building maintenance management required
Two (2) years in grounds preferred

Major Responsibilities and Duties:
1. Assign all maintenance and grounds work and oversee completion.
2. Assign priority to work orders and process them, including tracking of labor and material use.
3. Estimate cost of repair projects including labor, materials, other related costs, and assist project manager with renovation and new construction.
4. Assign all repair projects to appropriate personnel and oversee completion.
5. Initiate contract repair when work cannot be performed by district staff.
Supervisor of Maint. & Grounds

7. Perform repairs and assist appropriate personnel to complete repairs as needed.

8. Work cooperatively with principals and facilities managers to schedule and complete repairs.

9. Review blueprints, plans, and sketches to carry out construction, landscaping projects, and landscaping designs.

10. Establish care and watering schedule, including spraying, fertilizing, pruning, etc.

11. Install, test, adjust, and repair sprinkler systems.

12. Conduct on-site inspection of repair projects.

13. Monitor and inspect contract work.

Safety:

14. Provide training and orientation to all skilled workers in safety procedures and proper use of tools and equipment.

15. Operate tools and equipment according to established safety procedures.

16. Ensure that equipment is in safe operating condition.

17. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

18. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Inventory and Equipment

19. Prepare, implement, and maintain preventive maintenance schedules for maintenance and grounds.

20. Order tools, equipment, and supplies and maintain accurate records.

21. Recommend replacement of existing equipment.

22. Conduct an annual inventory of physical equipment and supplies.

Other

23. Work irregular hours and respond to after-hours emergency calls as needed.
Supervisor of Maint. & Grounds


25. Assist in recruiting, screening, training, and evaluation of maintenance employees.

26. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).

27. Perform other duties as assigned.

Supervisory Responsibilities:
Supervise and evaluate the work of skilled maintenance workers, including carpenter, electrician, HVAC technician, painter, and plumber; as well as groundkeepers, trim crew, and others assigned to grounds operations.

Equipment Used:
Computer and other office equipment. Knowledge of heavy equipment, carpentry, painting, and roofing tools and equipment. Must know how to operate mowers, tractors, and other specialized equipment as needed. Light truck or van.

Working Conditions:
Tobacco Free, Gun Free, Drug-Free

Mental Demands/Physical Demands/Environmental Factors:
Administrative office and campus environment, high pressure, fast pace, multiple deadlines, and people intensive. Maintain emotional control under stress. Frequent interruptions. Strenuous standing, stooping, walking, climbing ladders, bending, pushing and pulling, must be physically fit and able to lift and carry items weighing up to 75 pounds. Working indoors, outdoors, in extreme temperatures including hot and cold temperature swings, inclement weather, with exposure to dust, chemicals (herbicides and fertilizer), loud noises, and working on slippery or uneven walking surfaces. Frequent district-wide travel.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT
Supervisor of Maint. & Grounds

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.