



## Maintenance Supervisor

### **JOB DESCRIPTION**

The Maintenance Supervisor, under the direction of the Director of Maintenance, supervises all maintenance operations and services performed by the department.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- High School diploma required

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Post secondary training in construction trades and facilities maintenance
- Minimum of five years experience in facilities maintenance and operation
- Valid Texas driver's license, insurable with Judson ISD insurance carrier, and a good driving record

### **DUTIES AND RESPONSIBILITIES**

1. Insures compliance with District directives and Maintenance Policies and Procedures by all subordinate personnel assigned
2. Utilizes computer programs to write memorandums, prepare spread sheets, processes all work orders received, and distributes to the proper personnel of department for action/completion
3. Authorizes purchase orders needed for the completion of a work order or special projects
4. Organizes crews and recommends methods of repair for special projects
5. Assists school administrators in solving maintenance problems on their campus
6. Is responsible for budget expenditures and balances in areas that involve his/her supervision
7. Reviews applications and makes recommendations to the director for the replacement of maintenance personnel
8. Submits requisitions for needed supplies, materials, and tools in the department
9. Serves as supervisor for specific crafts in the Maintenance areas as assigned by the Director of Maintenance
10. Assists the director in preparing the annual budget
11. Assists the director in obtaining all permits and documents pertaining to inspections when required by civil communities
12. Performs any other duties as assigned

### **MENTAL DEMANDS**

Ability to communicate, interpret procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, instruct, and maintain emotional control under stress.

### **PHYSICAL DEMANDS**

Lift and/or carry heavy weight (45 pounds or more), stand, walk, climb (stairs and ladders), balance, stoop, kneel, crouch, crawl, pull, push, reach, hear, speak, visual acuity, occasional travel, extreme temperatures inside and outside, extreme humidity, vibration, sunlight exposure, chemical exposure (asbestos, fumes, vapors, gases, dust, smoke, etc.) and works around machinery with moving parts. May also work irregular or prolonged hours.

**PAY SCALE: PO4**

**NUMBER OF DAYS: 250**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

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