



Sierra Blanca Independent School District

Achieving Excellence

JOB DESCRIPTION

Job Title: Maintenance, Operations, and Transportation Specialist

Reports To: Superintendent

Terms of Employment: 242 Days

Exemption Status: Full-time position (40 hours per week with some overtime required)

Primary Purpose:

The primary purpose of this position is to oversee and supervise the maintenance department.

Qualifications:

Education/Certification:

- High school diploma/equivalent or higher
- Valid Texas Commercial Driver's License or ability to attain.
- Trade License such as Texas' Irrigator, Texas Backflow, Master Electrician, Master Plumber, Inspector, Fire, HVAC licenses, of General Construction preferred.

Special Knowledge/Skills:

- Knowledge of problems in school plant maintenance and operations
- Strong leadership and conflict management skills
- Must have good computer skills
- Physically able to lift 20 - 100 pounds
- Demonstrate ability to effectively communicate with district employees and general public
- Physically able to stand or sit for long periods of time

Experience:

- Minimum of five (5) years verifiable experience in maintenance, operations, or custodial responsibilities.

Major Responsibilities and Duties:

1. Coordinates, manages, and responsible for the care and repair of all district buildings and equipment.
2. Establishes and maintains, on a current basis, both an annual and a long-range plan for meeting the assigned maintenance requirements of the physical facilities.
3. Oversees and inspects work in the field on a regular basis.
4. Responsible for the successful management, supervision, and evaluation of assigned District employees who provide services in the following trades, not limited to: carpentry, electrical, grounds, mechanical, plumbing, painting, roofing, special systems, and any other area which affects the care of school buildings and facilities.
5. Promotes and improves working relations and communications.
6. Maintains time and production records as related to assigned functions through web-based program.
7. Develops and maintains inventory control, production schedules, preventative maintenance schedules and records.
8. Ability to interpret plans, bid specifications, and monitor department budget.
9. Assists in the development of training programs for the other employees in the area of tools and/or tool and job safety.
10. Upholds and adheres to safety rules and policies of the SBISD safety program.
11. Supports the goals and objectives of the school district and follows all district policies.
12. Performs any other duties assigned by the principal or superintendent.

Additional Responsibilities and Duties:

Commitment and loyalty to Sierra Blanca School and the community of Sierra Blanca. Must be willing to submit to a background check and meet the fingerprinting requirements for all public school employees.

Must be willing to participate in trainings and further develop essential skills to model continuous improvement and growth.

Transportation duties will include and consist of the following:

- a. Acts as liaison and problem solver between the Transportation Department and the community with transportation-related problems.
- b. Instructs school bus drivers as to routes and schedules.
- c. Performs as substitute, regular bus driver, or monitor as needed.
- d. Maintains a flexible work schedule.
- e. Assists in training school bus driver applicants.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal and written).

Physical Demands/Environmental Factors: Moderate walking, standing, and/or climbing; lifting and carrying; stooping, bending, kneeling, reaching. Work outside and inside; work around moving objects; work on ladders and scaffolding. Ability to operate motor vehicle. Shift work.

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

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date