



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Director of Maintenance	Exemption Status:	Exempt
Reports to:	Assistant Superintendent of Finance & Operations	Pay Grade:	06
Works with:	District Personnel	Days:	226
Dept./School:	Maintenance	Date Revised:	04/14/20

Primary Purpose:

Direct and manage district's maintenance and custodial operations. Maintain physical school plant in excellent operating condition so that full educational use may be made at all times. Provide a physical environment that is functional, safe, clean, and attractive.

Prerequisites:

- Bachelor's degree or equivalent experience; and
- Clear and valid Texas driver's license.

Special Knowledge/Skills:

- Ability to conduct on-site inspection of district facilities
- Ability to manage budget and personnel
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to read blueprints and schematics
- Strong organizational, communication, and interpersonal skills

Preferred:

- Five years supervisory experience in maintenance operations
- Five years' experience in maintaining a large plant or building

Major Responsibilities and Duties:

1. Ensure that district facilities are functional, safe, clean, and well maintained.
2. Develop and maintain written departmental procedures for maintenance, repair, and operations of all district buildings and equipment. Ensure that work orders are processed and executed in a timely manner.
3. Prepare plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.
4. Ensure compliance with federal and state law, State Board of Education rule, and local board policy.

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5. Compile, maintain, and file all reports, records, and other documents required including timekeeping records.
6. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
7. Plan and direct inventory and stock control program for equipment and supplies.
8. Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.
9. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
10. Approve and forward invoices and purchase orders for maintenance department to accounting department.
11. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
12. Prepare, review, and revise maintenance department job descriptions.
13. Maintain safety standards in conformance with federal, state, and insurance regulations and district requirements and develop a program of preventive safety.
14. Ensure that equipment is maintained in optimum operating condition.
15. Participate in development of the district's disaster plan and be prepared to take an active role in responding to emergencies as needed.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

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

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

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

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; 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 responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____

Date _____

Administrator Signature: _____

Nate Cornen, Ed.D.

Date

5/14/20