



# Longview Independent School District

## JOB DESCRIPTION

### LEAD, HIGH SCHOOL MAINTENANCE

|                    |   |                          |                 |
|--------------------|---|--------------------------|-----------------|
| <b>JOB TITLE:</b>  | Lead, High School Maintenance                   | <b>WAGE/HOUR STATUS:</b> | Non-Exempt      |
| <b>REPORTS TO:</b> | Director of Maintenance<br>Custodial Supervisor | <b>TERMS:</b>            | 260 Days        |
| <b>DEPARTMENT:</b> | Plant Services                                  | <b>PAY GRADE:</b>        | Manual Trades 3 |

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#### PRIMARY PURPOSE:

Plan, coordinate, and supervise maintenance activities of assigned skilled crafts personnel and contractors in an assigned area of the school division; develop and refine the work routine of assigned personnel and carry assignment through to completion; do related work as required or assigned. The primary goals of the position are to maintain facilities in order to ensure safe, clean, and efficiently operating facilities, and enhance full educational utilization of facilities.

#### QUALIFICATIONS:

##### Minimum Education/Certification:

Completion of high school, including some courses in industrial arts and/or shop mechanics; completion of formal or informal training equivalent to an apprenticeship in one or more maintenance trades, or equivalent in construction management

Associate's degree, preferred

Valid Texas driver's license

##### Minimum Experience:

Considerable and progressively more responsive experience in general maintenance, some of which shall have been in a lead capacity

Or, any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability

##### Special Knowledge and Skills:

- Thorough knowledge of methods and practices of the maintenance trades and of the properties, characteristics and uses of related equipment, materials, and tools



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### QUALIFICATIONS: (continued)

#### Special Knowledge and Skills: (continued)

- Thorough knowledge of local, state, and national building and fire codes where applicable
- Good knowledge of computerized Inventory Control and Purchasing Procedures
- Ability to carry out maintenance responsibilities within established policies, plans, and requirements, and to coordinate work with other divisions and departments
- Ability to supervise, instruct, and train maintenance crafts personnel in all phases of the work, and to assist them with work problems
- Ability to enforce safety and other regulations where applicable
- Ability to read and interpret work orders, diagrams, and sketches
- Ability to estimate costs and necessary materials of work performed
- Ability to use computer technology, both software and hardware, utilized for maintenance operations
- Ability to interpret blueprints, schematic drawings, and technical manuals
- Ability to communicate effectively, both orally and in writing; ability to keep accurate records and prepare reports; ability to maintain good interpersonal relationships, including successful coaching and counseling of subordinates

### DISTINGUISHING CHARACTERISTICS:

This is the first line supervisory classification of the maintenance series. Incumbents are responsible for all activities in several building trades. A maintenance supervisor is responsible for the day-to-day operations of crews within established policies, plans, methods, procedures, deadlines, priorities, and other requirements. Plans are reviewed by the maintenance manager or other administrator and assignments are given to crew leaders with the supervisor having responsibility for the efficient, timely, and economical accomplishment of assigned work and evaluation of staff. Some positions assigned to this classification may be required to work an evening "swing" shift on a regular or rotating basis.

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Plan distribution of work, assign tasks or projects, explain work requirements and methods to subordinates as needed and keep them informed on changes in policy and procedure
2. Inspect schools/office sites on a regular basis to determine maintenance requirements and methods to subordinates as needed, and keep them informed on changes in policy and procedure



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Make cost estimates as required; identify needs for new and replacement equipment, approve orders for parts and materials, approve payment of invoices, assess new vendors and products, maintain and report on staff time and attendance
4. Schedule and approve leave; take informal and recommend formal corrective action on complaints, conduct, or performance problems; evaluate performance of subordinates; provide for training and cross-training of subordinates; initiate requests for tools, parts, and equipment; maintain records; participate in review and improvement of work methods; and participate in employee selection and promotion activities
5. Assist in developing Division's annual budget, financial projections, annual and long-range plans; manage section's financial and operation activities
6. Receive work requests and coordinate with school principals, building administrators, and other trades supervisors to schedule and prioritize projects on a regular and emergency basis
7. Estimate amount, type, and cost of materials and equipment, crew size, and individual staff skills necessary to complete job in timely, safe, competent manner, taking into consideration budgetary and work schedule issues; confers with project leader for input
8. Order and approve payment for materials and equipment; maintain materials, equipment and vehicle inventory; oversee equipment and vehicle repairs and maintenance using computerized systems
9. Determine whether work should be performed by contractors; issue work instructions to contractors; coordinate between contractors and principals or building administrators; inspect and approve work of contractor
10. Prepare work orders, work instructions, plans and diagrams for subordinates, or delegate preparation to project leader
11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular and prompt attendance
16. Other duties as assigned

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Some activities are performed in an office environment and require those attributes involved in operating computers, sitting, minor lifting, and bending. Field/site maintenance tasks often require strength and dexterity to perform all required maintenance tasks, including lifting and carrying heavy objects, balancing self, materials and tools on high and/or slanted surfaces, assembling and disassembling scaffolds and equipment, and operating or utilizing all tools, equipment and vehicles. Field work may also involve significant standing, bending, stooping, and working in tiring positions; possible biological exposure to bacteria and communicable diseases. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

#### Hazards/Unusual Demands:

Work in a wide range of climatic conditions; work may involve exposure to low, medium, or high voltage electrical currents, fumes, dust, sparks, smoke, loud noise and vibrations; require use of safety goggles, ear plugs, masks, safety shoes, back braces, hard hats, gloves, and require compliance with safety procedures endemic to the trade; work may involve climbing onto roofs, ladders, scaffolds, and into other high places; incumbents may be required to work unusual hours and to be in an on-call status in emergencies



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**EVALUATION:** Auxiliary Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: May, 2013**