

Killeen Independent School District Job Description

Job Title: General Maintenance Specialist
Reports To: Director for Maintenance and Operations
FLSA Status: Exempt

SUMMARY

Manages maintenance functions in the areas of concrete, carpentry, painting, welding, locksmith and roofing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Manages facility maintenance work order system in area of responsibility.

Assigns maintenance requests to staff.

Monitors and approves time worked and time off for all assigned personnel.

Provides quality assurance for all maintenance work by performing regular and random audits of work performed.

Creates and maintains a preventive maintenance program.

Assists director in identifying facility conditions and needs.

Manages and maintains vehicles, tools and equipment in area of responsibility.

Assures compliance with all building, life safety, environmental and accessibility codes, laws and requirements.

Responds to after-hours emergency calls as necessary.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises concrete, carpentry, painting, welding, and locksmith trades. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree, preferred; high school diploma or equivalent, required; and five years experience in facility maintenance and/or commercial construction, preferably in a public-school environment.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from vendors, members of the board of trustees, administrators, principals, and staff.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to high, precarious places; outside weather conditions; and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and vibration. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually loud.

Revised Date: October 30, 2018

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.