

Killeen Independent School District Job Description

Job Title: Supervisor for Property Management
Reports To: Coordinator for Property Management
FLSA Status: Exempt

SUMMARY

Manages the record keeping of all district properties, inventories, instructional materials, and department operations by performing assigned duties personally or through others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Oversees all record keeping pertinent for management of districts fixed assets.

Monitors the assignment identification of all fixed assets items received by the district.

Oversees the deletions and additions of all fixed assets to the inventory as received, removed, or transferred.

Supervises annual inventory of the district's furniture, equipment to include fixed assets; oversees delivery of vendor furniture and equipment.

Compiles reports and summaries for the Coordinator for Property Management Services and/or Director for Purchasing Services.

Supervises the collection and disposal of surplus/salvage equipment and furniture.

Supervises cyclic physical audits of campus assets.

Supervises daily operation of district instructional materials, ensures TAKS and related material is processed and delivered district wide.

Reviews departmental budgets and budget expenditures.

Manages district auctions.

Oversees recycle program.

Conducts campus annual instructional material audits and assistance visits.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises employees in the warehouse, repair parts inventory, surplus and fixed_assets inventory, and recycle departments. 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; Associate's degree and five years of related experience, required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general educational periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of principals, administrators, parents, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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) and occasional heavy lifting (45 pounds and over). 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 wet and/or humid conditions, outside weather conditions, and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate/loud. Frequent district-wide travel to multiple campuses as assigned.

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.