

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Supervisor Maintenance Night Shift	Wage/Hour Status:	Exempt
Reports To:	Cluster Manager	Pay Range:	801
Dept./School:	Facility Services	Date Revised:	09/23/19

Primary Purpose:

Manage and direct the activities of night shift maintenance personnel in the areas of HVAC, electrical, plumbing, food service repair, energy conservation, painting, carpentry and preventive maintenance.

Qualifications:

Education/Certification:

- High school diploma or equivalent (required)
- College degree or equivalent work experience (preferred)
- Valid Texas driver's license
- Driving record that is insurable with Plano ISD's insurance carrier

Special Knowledge/Skills:

- Ability to communicate well and deal with all people in a courteous and positive manner
- Ability to read and interpret building plans and specifications
- Knowledge of the basic principles of school plant maintenance and operations
- Knowledge of Microsoft Office software
- Ability to respond to emergency after-hours repairs

Experience:

- Three to five years of supervisory experience in maintenance operations

Major Responsibilities and Duties:

- Maintain a system to organize and implements work orders and establish a record of reference, showing a history of labor and material used
- Ensure that maintenance operations are supportive of the instructional goals of the district
- Provide field supervision for all night shift maintenance personnel
- Provide quality control follow up on completed work orders
- Analyze the maintenance and repair requirements of the school district, and coordinate the efforts of the night shift maintenance personnel to achieve those needs

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Implement and maintain preventive maintenance schedules and procedures in conjunction with the department supervisor

Analyze material needs for preventive maintenance and special projects, and work with the Purchasing Department to ensure material is available in advance

Respond to emergency after-hours repairs

Estimate material cost and time required on projects and make accurate recommendations for budgetary preparations

Supervise assigned employees and assist in performing various human resource functions, including recommendation of employment, disciplinary action, performance appraisal and staff development

Meet regularly with the building principals and supervisors (carpentry, construction, landscape, paint and custodial) to ensure the night shift personnel are meeting district needs

Monitor expenditures within approved budgetary limitations

Implement and follow safety rules and procedures and assume the responsibility of ensuring safety rules are being followed by night shift maintenance personnel

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Supervisory Responsibilities:

Personnel of night shift, HVAC, electrical, plumbing, food service repair, painting, carpentry, preventive maintenance and in-house construction

Equipment Used:

Occasional use of maintenance and power equipment

Working Conditions:

Mental Demands:

Reading; effective communication, verbal and written; maintain emotional control under stress

Physical Demands/Environmental Factors:

Occasional lifting and carrying 15-50 pounds, occasional twisting, reaching above shoulder, bending, climbing, crawling and digging; may periodically work in outside elements during inclement weather

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 09-23-19

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____