

<b>Job Title:</b> Supervisor Regional Area Maintenance	<b>Wage/Hour Status:</b> Exempt
<b>Reports to:</b> Director	<b>Pay Grade:</b> 103
<b>Dept/School:</b> Maintenance, Buildings, and Grounds	<b>Date Revised:</b> October 28, 2024

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**Primary Purpose**

Provide leadership and manages all aspects of the maintenance operation within assigned regional area. Ensure compliance and optimal condition of school district facilities.

**Qualifications**

**Education/Certification**

Bachelor's Degree

*OR*

High School Diploma and Ten (10) years' experience in buildings and grounds maintenance

Valid driver's license

**Special Knowledge/Skills**

- Ability to read blueprints and schematics
- Ability to conduct on-site inspections of all district facilities
- Knowledge of health and safety regulations
- Ability to interpret policy, procedures, and data
- Ability to utilize computers
- Strong organization, communication and interpersonal skills

**Experience**

Three (3) years supervisory experience

**Major Responsibilities and Duties**

1. Plan, coordinate, and supervise all aspects of the assigned regional area.
2. Enforce district and departmental policies and procedures, and approved practices related to building and grounds maintenance.
3. Coordinate with vendors on construction projects in assigned areas; ensure work is completed in accordance with local building codes.
4. Develop and maintain effective emergency and preventive maintenance programs for assigned facilities.
5. Develop inspection schedule for campus facilities and equipment.
6. Orient school personnel on the identification and prevention of hazardous conditions.
7. Evaluate building systems for future replacement and make recommendations for budget consideration.
8. Develop and maintain regional area budget that supports overall departmental budget.
9. Develop and implement control measures to minimize labor, material, and productivity costs.
10. Assist with specifications, evaluations, and selection of equipment, materials, and contracted services for maintenance projects.
11. Analyze and evaluate operation for continuous improvement in the quality and efficiency of services.
12. Review and approve work orders and material requests.
13. Assign daily tasks and distribute work orders submitted by school campuses.
14. Conduct walks through inspections of work performed.
15. Verify that invoices and other required documents are submitted for completed work orders.
16. Maintain good working relations with central office administration, campus personnel and support services staff.
17. Maintain data and prepare reports for cost and labor projections.
18. Address after hour emergency calls for assigned area.
19. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise, train and evaluate maintenance, buildings, and grounds staff.

**Equipment Used**

Hand and power tools, measuring devices, propane torches, welding equipment, heavy equipment, light truck or van.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Frequent districtwide travel; occasionally prolonged and irregular hours; work indoors and outdoors, exposure to extreme temperature. Frequent walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Must be able to lift 45 pounds or more.

**Terms of Employment**

226 days; hourly rate to be established by the Board of Trustees

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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 and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

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

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.