

Hobbs Municipal Schools Job Description

Position: Carpenter

Group: 5

Supervisor: Director of Maintenance, Maintenance Supervisor or Designee.

General Job Description: To perform work required in the maintenance of buildings and grounds at all Hobbs Municipal Schools facilities.

Qualifications:

1. High School Diploma/GED
2. Good driving record, with appropriate license
3. Five years experience in carpentry/cabinetry
4. Ability to operate from blueprints, drawings, etc
5. Knowledge and understanding of building code as applied to ADA and Safety.
6. Basic understanding of framing and cabinet work
7. Must be able to pass employment verification

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
7. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
8. Work in a safe manner with personal safety and the safety of others as the number one priority.
9. Comply with all school board policies, and regulations.
10. Help plan, estimate costs and prioritize projects
11. Maintain tools, materials, supplies, equipment in clean, safe and good working order
12. Maintain a safe environment at schools for students and staff
13. Be familiar with proper use of hand and power equipment
14. Be able to handle furniture repairs
15. Work with cabinetry, insulation, trusses, structural problems, beams, joists, rafters, studs, various cement and siding problems, and minor and major repairs
16. Report any unsafe conditions to the supervisor.
17. Perform any other duties as assigned by Director of Maintenance, Maintenance Supervisor or Designee.

Additional Duties and Responsibilities:

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
2. Maintain assigned uniforms, equipment, tools, and shop area in operable, safe and attractive status.
3. Account for supplies, materials, and equipment as required.
4. Complete records and reports as required in a timely manner.
5. Maintain facilities security.

Work Environment:

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, and shop settings, to working outside in very cold wet temperatures. Some work in wet and unsanitary conditions. Overtime will be assigned on an as needed basis to take care of emergency

situations. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

1. Physical ability to do manual work for 8 hour per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.
3. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Any lifting that would require more that 50 pound of dead weight should be done by at least two people if at all possible.
6. Work safely from ladders.

Safety and Health Requirements:

1. Blood borne Pathogens Standard Training
2. Proper posture is required to eliminate acute and chronic low back pain.
3. Wear protective devices such as back supports, eye wear, non skid pads on shoes, steel toed shoes, as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Complete all required training.
6. Knowledge of universal hygiene precautions.

Equipment/Material handled:

Hand tools, equipment, chemicals, and material particular to this trade skill. Work vehicle, material handling equipment, ladders, work platforms, sewer machines, backhoe, trenchers, and tractors.

Terms of Employment:

Salary and work year to be established by the Board.

Hobbs Municipal Schools Job Description

Position: Lead Carpenter

Group: 6

Supervisor: Director of Maintenance, Maintenance Supervisor or Designee.

General Job Description: To perform work required in the maintenance of buildings and grounds at all Hobbs Municipal Schools facilities.

Qualifications:

1. High School Diploma/GED

2. Good driving record, with appropriate license
3. Five years experience in carpentry/cabinetry.
4. Ability to operate from blueprints, drawings, etc.
5. Knowledge and understanding of building code as applied to ADA and Safety.
6. Firm understanding of framing and cabinet work
7. Ability to supervise assistants safely and fairly.
8. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
7. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
8. Work in a safe manner with personal safety and the safety of others as the number one priority.
9. Comply with all school board policies and regulations.
10. Help plan, estimate costs and prioritize projects
11. Maintain tools, materials, supplies, equipment in clean, safe and good working order
12. Maintain a safe environment at schools for students and staff
13. Be familiar with proper use of hand and power equipment
14. Be able to handle furniture repairs
15. Work with cabinetry, insulation, trusses, structural problems, beams, joists, rafters, studs, various cement and siding problems, and minor and major repairs
16. Report any unsafe conditions to the supervisor.
17. Perform any other duties as assigned by Director of Maintenance, Maintenance Supervisor or Designee.

Additional Duties and Responsibilities:

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
2. Maintain assigned uniforms, equipment, tools, and shop area in operable, safe and attractive status.
3. Account for supplies, materials, and equipment as required.
4. Complete records and reports as required in a timely manner.
5. Maintain facilities security.

Work Environment:

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, and shop settings, to working outside in very cold wet temperatures. Some work in wet and unsanitary conditions. Overtime will be assigned on an as needed basis to take care of emergency situations. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

1. Physical ability to do manual work for 8 hour per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.
3. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
4. Hand/eye coordination, normal range of sight.

5. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people if at all possible.
6. Work safely from ladders.

Safety and Health Requirements:

1. Blood borne Pathogens Standard Training
2. Proper posture is required to eliminate acute and chronic low back pain.
3. Wear protective devices such as back supports, eye wear, non skid pads on shoes, steel toed shoes, as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Complete all required training.
6. Knowledge of universal hygiene precautions.

Equipment/Material handled:

Hand tools, equipment, chemicals, and material particular to this trade skill. Work vehicle, material handling equipment, ladders, work platforms, sewer machines, backhoe, trenchers, and tractors.

Terms of Employment:

Salary and work year to be established by the Board.

Hobbs Municipal Schools Job Description

Position: Master Carpenter

Group: 7

Supervisor: Director of Maintenance, Maintenance Supervisor or Designee.

Supervisor: Director of Maintenance, Maintenance Supervisor or Designee.

Qualifications:

1. High School Diploma/GED
2. Good driving record, with appropriate license
3. Five years experience in carpentry/cabinetry
4. Ability to operate from blueprints, drawings, etc
5. Knowledge and understanding of building code as applied to ADA and Safety.
6. Advanced understanding of framing and cabinet work
7. Ability to supervise assistants safely and fairly
8. Must be able to pass employment verification

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.

5. Project an overall concern for personal appearance as it relates to job performance.
6. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
7. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
8. Work in a safe manner with personal safety and the safety of others as the number one priority.
9. Comply with all school board policies and regulations.
10. Help plan, estimate costs and prioritize projects
11. Maintain tools, materials, supplies, equipment in clean, safe and good working order
12. Maintain a safe environment at schools for students and staff
13. Be familiar with proper use of hand and power equipment
14. Be able to handle furniture repairs
15. Work with cabinetry, insulation, trusses, structural problems, beams, joists, rafters, studs, various cement and siding problems, and minor and major repairs
16. Report any unsafe conditions to the supervisor
17. Perform any other duties as assigned by Director of Maintenance, Maintenance Supervisor or Designee.

Additional Duties and Responsibilities:

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
2. Maintain assigned uniforms, equipment, tools, and shop area in operable, safe and attractive status.
3. Account for supplies, materials, and equipment as required.
4. Complete records and reports as required in a timely manner.
5. Maintain facilities security.

Work Environment:

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, and shop settings, to working outside in very cold wet temperatures. Some work in wet and unsanitary conditions. Overtime will be assigned on an as needed basis to take care of emergency situations. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

1. Physical ability to do manual work for 8 hour per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.
3. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Any lifting that would require more that 50 pound of dead weight should be done by at least two people if at all possible.

Safety and Health Requirements:

1. Blood borne Pathogens Standard Training
2. Proper posture is required to eliminate acute and chronic low back pain.
3. Wear protective devices such as back supports, eye wear, non skid pads on shoes, steel toed shoes, as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Complete all required training.
6. Knowledge of universal hygiene precautions.

Equipment/Material handled:

Hand tools, equipment, chemicals, and material particular to t his trade skill. Work vehicle, material handling equipment, ladders, work platforms, sewer machines, backhoe, trenchers, and tractors.

Terms of Employment:

Salary and work year to be established by the Board.

Hobbs Municipal Schools Job Description

Position: Electrician

Group: 6

Supervisor: Director of Maintenance, Maintenance Supervisor or Designee.

General Job Description: To perform work required in the maintenance of buildings and grounds at all Hobbs Municipal Schools facilities.

Qualifications:

1. High School Diploma/GED
2. Good driving record, with appropriate license
3. Five years experience in residential and commercial electricity
4. License required by board and state
 - a. NM Electrical Journeyman's License
5. Ability to read blueprints, schematics, wire diagrams, etc
6. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
7. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
8. Work in a safe manner with personal safety and the safety of others as the number one priority.
9. Comply with all school board policies, and regulations.
10. Help organize, plan and supervise electrical needs of district
11. Demonstrate knowledge of lighting fixtures, wiring, relays, switches, motors, pumps, electrical devices and appliances, etc.
12. Coordinate with HVAC and other departments
13. Help plan budget for department
14. Help plan priorities, materials and supplies, equipment, etc., for projects
15. Inspect work of outside contractors and services
16. Help plan and maintain inventory
17. Report any unsafe conditions to supervisor

18. Maintain safe environment at schools
19. Help estimate project costs
20. Supervise safely those assigned to assist
21. Perform any other duties as assigned by Director of Maintenance, Maintenance Supervisor or Designee.

Additional Duties and Responsibilities:

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
2. Maintain assigned uniforms, equipment, tools, and shop area in operable, safe and attractive status.
3. Account for supplies, materials, and equipment as required.
4. Complete records and reports as required in a timely manner.
5. Maintain facilities security.

Work Environment:

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, and shop settings, to working outside in very cold wet temperatures. Some work in wet and unsanitary conditions. Overtime will be assigned on an as needed basis to take care of emergency situations. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

1. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.
2. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
3. Hand/eye coordination, normal range of sight.
4. Any lifting that would require more that 50 pound of dead weight should be done by at least two people if at all possible.
5. Pulling of heavy wire through piping.
6. Work safely from ladders.
7. Work in lift equipment up to 50' above ground level.

Safety and Health Requirements:

1. Blood borne Pathogens Standard Training
2. Must be able to distinguish colors.
3. Wear protective devices such as back supports, eye wear, steel toed shoes, etc., as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Good physical condition
6. Completion of all required training
7. Must be able to identify live circuits and know how to disable them before any work is accomplished.
8. Knowledge of universal hygiene precautions.

Equipment/Material handled:

Hand tools, equipment, chemicals, and material particular to this trade skill. Work vehicle, material handling equipment, ladders, work platforms, sewer machines, backhoe, trenchers, and tractors.

Terms of Employment:

Salary and work year to be established by the Board.

Hobbs Municipal Schools Job Description

Position: Master Electrician

Group: 7

Supervisor: Director of Maintenance, Maintenance Supervisor or Designee.

General Job Description: To perform electrical work required in the maintenance of grounds at all Hobbs Municipal Schools facilities.

Qualifications:

1. High School Diploma/GED
2. Good driving record, with appropriate license
3. Ten years experience in residential and commercial electricity or five years work experience with the district in the electrical field.
4. License required by board and state.
 - a. NM Electrical Journeyman's License
5. Ability to read blueprints, schematics, wire diagrams, etc
6. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
7. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
8. Work in a safe manner with personal safety and the safety of others as the number one priority.
9. Comply with all school board policies, and regulations.
10. Help organize, plan and supervise electrical needs of district
11. Demonstrate knowledge of lighting fixtures, wiring, relays, switches, motors, pumps, electrical devices and appliances, etc.
12. Coordinate with HVAC and other departments
13. Help plan budget for department
14. Help plan priorities, materials and supplies, equipment, etc., for projects
15. Inspect work of outside contractors and services
16. Help plan and maintain inventory
17. Report any unsafe conditions to supervisor
18. Maintain safe environment at schools
19. Help estimate project costs
20. Supervise safely those assigned to assist
21. Perform any other duties as assigned by Director of Maintenance, Maintenance Supervisor or Designee.

Additional Duties and Responsibilities:

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
2. Maintain assigned uniforms, equipment, tools, and shop area in operable, safe and attractive status.
3. Account for supplies, materials, and equipment as required.

4. Complete records and reports as required in a timely manner.
5. Maintain facilities security.

Work Environment:

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, and shop settings, to working outside in very cold wet temperatures. Some work in wet and unsanitary conditions. Overtime will be assigned on an as needed basis to take care of emergency situations. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

1. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.
2. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
3. Hand/eye coordination, normal range of sight.
4. Any lifting that would require more that 50 pound of dead weight should be done by at least two people if at all possible.
5. Pulling of heavy wire through piping.
6. Work safely from ladders.
7. Work in lift equipment up to 50' above ground level.

Safety and Health Requirements:

1. Blood borne Pathogens Standard Training
2. Must be able to distinguish colors.
3. Wear protective devices such as back supports, eye wear, steel toed shoes, etc., as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Good physical condition
6. Completion of all required training
7. Must be able to identify live circuits and know how to disable them before any work is accomplished.
8. Knowledge of universal hygiene precautions.

Equipment/Material handled:

Hand tools, equipment, chemicals, and material particular to t his trade skill. Work vehicle, material handling equipment, ladders, work platforms, sewer machines, backhoe, trenchers, and tractors.

Terms of Employment:

Salary and work year to be established by the Board.

Hobbs Municipal Schools Job Description

Position: Key/Lock/Door/Window

Group: 6

Supervisor: Director of Maintenance, Maintenance Supervisor or Designee.

General Job Description: To perform work required in the maintenance of all Hobbs Municipal Schools facilities.

Qualifications:

1. High School Diploma/GED
2. Good driving record, with appropriate license
3. Training in Locksmithing or three (3) years experience in Locksmithing
4. Welding and carpentry skills for doors and windows
5. Must be able to pass employment verification

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
7. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
8. Work in a safe manner with personal safety and the safety of others as the number one priority.
9. Help prepare budget for department
10. Help organize and order inventory, equipment, supplies, etc.
11. Help supervise safely those assigned to assist
12. Help keep work area safe and report unsafe conditions to supervisor
13. Install, adjust, repair locking systems, doors, windows, closing devices, hinges, glass, etc.
14. Such welding and carpentry as is needed to perform duties
15. Report any unsafe conditions to the supervisor.
16. Comply with all school board policies and regulations.
17. Perform any other duties as assigned by Director of Maintenance, Maintenance Supervisor or Designee.

Additional Duties and Responsibilities:

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
2. Maintain assigned uniforms, equipment, tools, and shop area in operable, safe attractive status.
3. Account for supplies, materials, and equipment as required.
4. Maintain facilities security.

Work Environment:

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, and shop settings, to working outside in very cold wet temperatures. Some work in wet and unsanitary conditions. Overtime will be assigned on an as needed basis to take care of emergency situations. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

1. Physical ability to do manual work for 8 hour per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally,

- carrying (70 pounds) maximum occasionally. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
2. Hand/eye coordination, normal range of sight.
 3. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people if at all possible.

Safety and Health Requirements:

1. Blood borne Pathogens Standard Training
2. Proper posture is required to eliminate acute and chronic low back pain.
3. Wear protective devices such as back supports, eye wear, non skid pads on shoes, steel toed shoes, as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Complete all required training.
6. Knowledge of universal hygiene precautions.

Equipment/Material handled:

Hand tools, equipment, chemicals, and material particular to this trade skill. Work vehicle, material handling equipment, ladders, work platforms, sewer machines, backhoe, trenchers, and tractors.

Terms of Employment:

Salary and work year to be established by the Board.

**Hobbs Municipal Schools
Job Description**

Position: Maintenance Supervisor

Group: 8

Supervisor: Director of Operations

General Job Description: To plan, organize, perform, and supervise work required in the maintenance of all Hobbs Municipal School facilities.

Qualifications:

1. High School Diploma/GED
2. Good driving record, with appropriate license
3. 5 years in the maintenance field
4. Basic knowledge of all trades code as it applies to ADA and safety
5. Basic computer skills for electronic mail, electronic work order system, electronic warehouse and inventory systems.
6. Experience in personnel supervision.
7. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Embrace and encourage the acceptance of diversity
2. Use effective people skills to communicate
3. Demonstrate an understanding of the dynamics of the educational organization
4. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
5. Use supervision, staff development and performance evaluation to improve the performance of employees.
6. Comply with all School Board policies and administrative regulations.
7. Work cooperatively with colleagues, supervisors, and administrators.
8. Demonstrate ethical behavior.
9. Maintain behavior appropriate to performing and accomplishing assigned duties.
10. Project an overall concern for personal appearance as it relates to job performance.
11. Examine school buildings on a regular basis for needed repairs, cleanliness, and maintenance issues.
12. Maintain constant communication with Director of Operations on issues involving staffing, budget, purchases, and work order/construction issues.
13. Maintain communication with contractors throughout construction projects.
12. Develop a system to handle work orders with efficiency.
13. Maintain records as required.
14. Perform any other duties as assigned by Director of Operations.
15. Report any unsafe conditions to the supervisor.
16. Consult, as appropriate, with all administrative personnel and staff on loss prevention matters, and provide all the guidance and assistance necessary to assure effective administration of this program.
17. Conduct safety committee meeting for representatives from all buildings and each support department for the purpose of discussion common safety problems and disseminating information concerning current loss prevention efforts.
18. Keeps informed of the latest development, regulations, and information concerning safety issues.
19. Coordinates and support work assignments for the grounds personnel as they strive to meet district needs.

Additional Duties and Responsibilities:

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
2. Maintain assigned uniforms, equipment, tools, and shop area in operable, safe attractive status.
3. Account for supplies, materials, and equipment as required.
4. Maintain facilities security.

Work Environment:

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, and shop settings, to working outside in very cold wet temperatures. Some work in wet and unsanitary conditions. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

1. Physical ability to do manual work for 8 hour per day.

2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.
3. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
4. Ability to move and operate vacuums, buffers, and other custodial related equipment/backhoe, front end loaders, graders, mowers, lift and any other maintenance related equipment.
5. Hand/eye coordination, normal range of sight.
6. Work safely from ladders.
7. Any lifting that would require more that 50 pound of dead weight should be done by at least two people if at all possible
8. Ability to move furniture.

Safety and Health Requirements:

1. Blood borne Pathogens Standard Training
2. Proper posture is required to eliminate acute and chronic low back pain.
3. Wear protective devices such as back supports, eye wear, non skid pads on shoes, steel toed shoes, as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Complete all required training.
6. Knowledge of universal hygiene precautions.

Equipment/Material handled:

In the inspection and supervision process the Supervisor will have occasion to deal with and participate in the use of all equipment, materials, and supplies.

Terms of Employment:

Salary and work year to be established by the Board.

Hobbs Municipal Schools Job Description

Position: Assistant Maintenance Supervisor

Group: 8

Supervisor: Director of Maintenance or Maintenance Supervisor

General Job Description: To assist Director of Maintenance or Maintenance Supervisor to plan, organize, perform, and supervise work required in the maintenance of all Hobbs Municipal School facilities.

Qualifications:

1. High School Diploma/GED
2. Good driving record, with appropriate license
3. 5 years in the maintenance field
4. Basic knowledge of all trades code as it applies to ADA and safety
5. Basic computer skills for electronic mail, electronic work order system, electronic warehouse and inventory systems.
6. Experience in personnel supervision.
7. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Embrace and encourage the acceptance of diversity
2. Use effective people skills to communicate
3. Demonstrate an understanding of the dynamics of the educational organization
4. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
5. Use supervision, staff development and performance evaluation to improve the performance of employees.
6. Comply with all School Board policies and administrative regulations.
7. Work cooperatively with colleagues, supervisors, and administrators.
8. Demonstrate ethical behavior.
9. Maintain behavior appropriate to performing and accomplishing assigned duties.
10. Project an overall concern for personal appearance as it relates to job performance.
11. Examine school buildings on a regular basis for needed repairs, cleanliness, and maintenance issues.
12. Maintain constant communication with Director of Operations on issues involving staffing, budget, purchases, and work order/construction issues.
13. Maintain communication with contractors throughout construction projects.
12. Develop a system to handle work orders with efficiency.
13. Maintain records as required.
14. Perform any other duties as assigned by Director of Maintenance or Maintenance Supervisor.
15. Report any unsafe conditions to the supervisor.
16. Consult, as appropriate, with all administrative personnel and staff on loss prevention matters, and provide all the guidance and assistance necessary to assure effective administration of this program.
17. In the absences of the Director of Maintenance or Maintenance Supervisor, conduct safety committee meeting for representatives from all buildings and each support department for the purpose of discussion common safety problems and disseminating information concerning current loss prevention efforts.
18. Keeps informed of the latest development, regulations, and information concerning safety issues.
19. Coordinates and support work assignments for the grounds personnel as they strive to meet district needs.

Additional Duties and Responsibilities:

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
2. Maintain assigned uniforms, equipment, tools, and shop area in operable, safe attractive status.
3. Account for supplies, materials, and equipment as required.
4. Maintain facilities security.

Work Environment:

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, and shop settings, to working outside in very cold wet temperatures. Some work in wet and unsanitary conditions. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

1. Physical ability to do manual work for 8 hour per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.
3. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
4. Ability to move and operate vacuums, buffers, and other custodial related equipment/backhoe, front end loaders, graders, mowers, lift and any other maintenance related equipment.
5. Hand/eye coordination, normal range of sight.
6. Work safely from ladders.
7. Any lifting that would require more that 50 pound of dead weight should be done by at least two people if at all possible
8. Ability to move furniture.

Safety and Health Requirements:

1. Blood borne Pathogens Standard Training
2. Proper posture is required to eliminate acute and chronic low back pain.
3. Wear protective devices such as back supports, eye wear, non skid pads on shoes, steel toed shoes, as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Complete all required training.
6. Knowledge of universal hygiene precautions.

Equipment/Material handled:

In the inspection and supervision process the Supervisor will have occasion to deal with and participate in the use of all equipment, materials, and supplies.

Terms of Employment:

Salary and work year to be established by the Board.

Hobbs Municipal Schools Job Description

Position: Warehouse Supervisor

Group: 7

Supervisor: Director of Maintenance, Maintenance Supervisor or Designee.

General Job Description: To perform warehouse duties including supervision and administration of warehouse and delivery personnel activities.

Qualifications:

1. High School Diploma/GED
2. Good driving record, with appropriate license
3. Ability to manage inventory
4. Experience in personnel supervision, preferred
5. Amiable attitude
6. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
7. Perform assignments in such a manner so as not to interrupt the warehouse environment.
8. Work in a safe manner with personal safety and the safety of others as the number one priority.
9. Comply with all school board policies, and regulations.
10. Order supplies needed by maintenance and custodial department, and various school personnel.
11. Organize and keep records of textbooks for district.
12. Receive all shipment, which includes all items ordered by the district.
13. Inspect and verify condition and accuracy of shipments.
14. Fill school requisitions
15. Coordinate the delivery of all merchandise, supplies, etc.
16. Maintain necessary inventory, work order and purchase order system
17. Store various supplies and equipment in safe and secure manner.
18. Supervise delivery personnel
19. Maintain warehouse in safe, orderly condition.
20. Report any unsafe conditions to the supervisor
21. Perform any other duties as assigned by Director of Maintenance, Maintenance Supervisor or Designee.

Additional Duties and Responsibilities:

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
2. Maintain assigned uniforms, equipment, tools, and shop area in operable, safe attractive status.
3. Account for supplies, materials, and equipment as required.
4. Complete records and reports as required in a timely manner.
5. Maintain facilities security.

Work Environment:

The work environment varies greatly in the place of work from solitary paper work, delivering to facilities, working with large numbers of people unloading big deliveries. The warehouse is generally comfortable, but responsibilities require both inside and outside assignments with temperatures varying from cold in the winter and hot in the summer. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated

and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

1. Physical ability to do manual work for 8 hour per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.
3. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
4. Ability to operate forklifts.
5. Hand/eye coordination, normal range of sight.
6. Work safely from ladders.
7. Any lifting that would require more that 50 pound of dead weight should be done by at least two people if at all possible
8. Have the physical capacity to handle warehouse supplies.

Safety and Health Requirements:

1. Blood borne Pathogens Standard Training
2. Proper posture is required to eliminate acute and chronic low back pain.
3. Wear protective devices such as back supports, eye wear, non skid pads on shoes, steel toed shoes, as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Complete all required training.
6. Ability to work safely around moving machinery.
7. Knowledge of all hazardous materials and steps for correction of minor mishaps.
8. Maintain MSDS file for all products with authority to refuse deliver on products not listed on MSDS.
9. Knowledge of universal hygiene precautions.

Equipment/Material handled:

In the inspection and supervision process the Supervisor will have occasion to deal with and participate in the use of all equipment, materials, and supplies.

Terms of Employment:

Salary and work year to be established by the Board.

**Hobbs Municipal Schools
Job Description**

Position: Maintenance/Warehouse Secretary

Group: 6

Supervisor: Director of Maintenance or Maintenance Supervisor

General Job Description: To perform clerical work as required for the HMS Maintenance and Warehouse Departments.

Qualifications:

1. High School Diploma/GED
1. Two years secretarial experience
2. Typing; transcription skills
3. Computer skills
4. 2-way radio; 10-key skills preferred
6. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Engage in self-development
3. Follow district policies and administrative rules and regulations.
4. Know what to do to successfully complete assigned work.
5. Project over-all concern for personal appearance as it relates to job performance.
6. Prepare purchase orders for department
7. Obtain price quotations
8. Prepare price inquiries as needed
9. Prepare personnel paperwork as needed.
10. Maintain personnel files
11. Perform necessary tasks as required for the School Dude online work order system
12. Type correspondence as required
13. Maintain filing system.
14. Dispatch maintenance personnel as Instructed Director of Maintenance or Maintenance Supervisor or Designee
15. Maintain continual radio contact with personnel throughout the day.
16. Create accurate and complete program to facilitate departmental operation.
17. Answer incoming telephone calls for department
18. Payroll for maintenance staff throughout the year; and for custodial staff and summer help during the summer months.
19. Supervise and grade Office Technology student employee
20. Perform any other duties as assigned by the Director of Maintenance, Maintenance Supervisor or Designee.

Additional Duties and Responsibilities:

1. Maintain a positive office environment.
2. Meet established time deadlines on all reports.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

Safety and Health Requirements:

Blood borne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.