

## **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.