



Job Title: Maintenance Supervisor Carpentry Remodeling Exemption Status: Nonexempt

Reports to: Manager Maintenance Trades & Projects **Date Revised:** December 2021

Dept./School: Grounds Building Services Building Trades **Pay Grade:** MT10

Primary Purpose:

Perform repairs on cabinets and fabricate and install new cabinet systems in our schools and other district facilities.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Trade school preferred or relevant work experience
- Valid Texas driver's license with a good driving record

Experience:

- Minimum ten (10) years of experience as a commercial/residential carpenter
- Minimum three (3) years of experience building laminate cabinets/shelving units

Special Knowledge/Skills:

- General knowledge of carpentry and all carpentry-related skills
- Ability to read a tape measure for accurate dimensions for cabinet-making
- Ability to run all power tools and saws related to cabinet-making
- Ability to read blueprints and schematics for cabinet-making
- Ability to design and layout plans for cabinet fabrication
- Ability to laminate cabinets and use laminate products
- Ability to operate/drive a service vehicle following all state rules and regulations
- Ability to use a computer to log work hours and close work orders
- Ability to represent the district in a professional supervisory manner

Major Responsibilities and Duties:

1. Must work well with and without supervision.
2. Establish and oversee work schedules and procedures for the painter crew.
3. Must have the ability to prioritize work orders assigned through the work center.
4. The willingness to train and share knowledge with subordinates ensures our employees' professional growth.
5. The employee must be willing to work on orders during busy periods to ensure the safety of students, parents, and staff.
6. Ability to coordinate and supervise all repair and preventative maintenance work to completion.
7. Completes assignments in a timely and workable manner.
8. Maintain a professional appearance.
9. Willingness to perform other duties as assigned

Other

10. Assist in the preparation of the department budget
11. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal
12. Compile, maintain, and file all reports, records, and other documents as required, including maintaining accurate information for payroll reporting (time cards, tardiness, and absenteeism).

13. Perform all duties as assigned.

Supervisory Responsibilities:

Supervises maintenance workers

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals; school bus operation; safety equipment; fire extinguisher, radio communication equipment

Posture: Ability to sit for prolonged periods of time; occasional bending/stooping, pushing/pulling, and twisting

Motion: Continual sitting and reaching; repetitive hand and arm motions

Lifting: Occasional light lifting and carrying (less than 50 pounds)

Environment: Frequent, prolonged, and irregular hours, rotating early and late shift work; work outside and inside

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____