



# Longview Independent School District

## JOB DESCRIPTION

### ASSISTANT MAINTENANCE SUPERVISOR

<b>JOB TITLE:</b>	Assistant Maintenance Supervisor	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Maintenance Supervisor	<b>TERMS:</b>	260 Days
<b>DEPARTMENT:</b>	Maintenance	<b>PAY GRADE:</b>	Manual Trades 3

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#### PRIMARY PURPOSE:

Performs routine, manual work involving moderate to heavy cleaning of designated areas of a school district building such as classrooms, offices, restrooms, cafeterias and hallways

#### QUALIFICATIONS:

##### Education/Certification:

GED or High School diploma, preferred

##### Special Knowledge/Skills:

Ability to follow verbal and written instructions  
Knowledge of basic construction and routine maintenance and repair procedures  
Ability to communicate effectively (verbally)  
Ability to operate hand and power tools  
Ability to work independently

##### Experience:

One year experience in general building maintenance

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Sweep, wet and dry mop, strip, buff and wax floors: participates in stripping floors
2. Vacuum and shampoo carpet: removes spots and stains from carpets
3. Clean restroom floors, walls, sinks, urinals and commodes, replace toilet paper, towels and soap, wash and polishes fixtures; clean windows and mirrors
4. Clean and wash cafeteria tables, countertops and fixtures; set-up tables and chairs and move furniture; dust furniture, desks, woodwork and blinds; replace light bulbs



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### **ASSISTANT MAINTENANCE SUPERVISOR**

#### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

5. Remove paper, trash and garbage from assigned areas and place in proper containers for disposal
6. Operate custodial equipment such as buffers, vacuum cleaners, shampoo machines, and water extractor; may work in the laundry and operate laundry equipment
7. Patrol grounds around building, pick-up paper, cans, trash and debris; clean walkways
8. Comply with district policies, as well as state and federal laws and regulations
9. Adhere to the district's safety policies and procedures
10. Maintain confidentiality in the conduct of district business
11. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
12. Demonstrate regular and prompt attendance
13. Other duties as assigned

#### **SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate workers as assigned

#### **EQUIPMENT USED:**

Power saw, planer, drill press, sander, band saw, table saw, radial arm saw, nail gun, air compressor, other power equipment, measuring devices, and light truck or van; brush, roller, striping machine, taping and masking equipment, spray equipment, sand and water blaster, dry wall tools and equipment, hand tools, ladder, scaffolding, welder (cutting torch), concrete mixer, etc.



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#### WORKING CONDITIONS:

##### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

##### Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching, pulling, pushing; heavy lifting and carrying; repetitive hand motions; work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces, ladders, and scaffolding; around machinery with moving parts; move small stacks of textbooks, media equipment, desks, and other classroom equipment; exposure to hot and cold temperatures, excessive noise, fumes, and toxic chemicals; district and state travel may or may not be required; prolonged use of computer terminal possible; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

#### EVALUATION: Auxiliary Evaluation

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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, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

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

ESTABLISHED/REVISED: Feb., 2019