



## **JOB ANNOUNCEMENT**

### **ASSISTANT DIRECTOR OF MECHANICAL, ELECTRICAL AND PLUMBING TRADES**

#### **Plant Maintenance and Operations Department**

**CLOSING DATE: July 27, 2017**

#### **JOB DESCRIPTION**

The Assistant Director of Mechanical, Electrical and Plumbing Trades, under the supervision of the Director of Maintenance & Operations, is responsible for assisting in planning, organizing, directing and managing the maintenance activities for the District.

#### **EDUCATION/CERTIFICATION**

- High School/Diploma or accredited general proficiency diploma (GED).
- Bachelor's Degree in Construction Management, Construction Technology, Business, or 10 years' experience in a related field (as determined by the District).
- Minimum of five (5) years' experience managing a maintenance operation in an industrial or public/private school environment.
- Valid Texas Driver's License (insurable by NISD carrier).
- Proficient in English (written and verbal) required, bilingual in English/Spanish (preferred).
- Must have multi-trade maintenance management experience.
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

#### **ADDITIONAL QUALIFICATIONS**

- Considerable knowledge of facilities maintenance and repairs in the area of mechanical, electrical and plumbing trades.
- Knowledge of federal, state, and local building, environmental, security, and fire/life safety requirements applicable to a public/private school environment.
- Knowledge of budget preparation, accounting, inventory and purchasing procedures
- Skill in determining and ensuring effective utilization of maintenance personnel on projects and repairs.
- Skill in determining corrective action in emergency situations.
- Ability to interpret facility maintenance and repair contracts, plans, specifications and schematics.
- Ability to manage multiple projects simultaneously.
- Effectively uses counseling techniques and coaching skills.
- Effective oral and written communication skills.
- Ability to read and write English.
- Ability to operate personal computer and word processing and spreadsheet software packages.
- Ability to maintain records and prepare reports and correspondence related to work.
- Strong customer service, communication and interpersonal skills.
- Strong problem solving, pro-active and critical thinking skills.
- Required to be on call 24 hours a day, in response to all maintenance emergencies.

#### **DUTIES AND RESPONSIBILITIES**

1. Articulates the District mission and vision to Maintenance & Operations staff, community and others.
2. Directs, establishes, implements and monitors the District's maintenance programs to include pro-active and preventative building and site maintenance programs to an excellent usable condition.
3. Manages the daily operations of the District's Maintenance managers to include prioritizing, ensuring the timely completion of projects/work orders, efficient use of resources, and routine service commitments.
4. Develops, prepares and files all maintenance reports required by the supervisor, District and outside reporting agencies.
5. Develops and implements solutions to emergency maintenance situations.
6. Implements and monitors the work order and work requisitioning system to meet the day-to-day maintenance/grounds operations of the school district.
7. Monitors the school district's investment in school plants and grounds through preventative maintenance and safety inspections.
8. Supervises direct reports and oversees all personnel assigned to the department.
9. Provides personnel management to include evaluation, due process and necessary recommendations for hiring, termination, etc.
10. Oversees the development and monitoring of required and necessary training programs for staff.
11. Oversees and monitors the department's expenditures on a daily basis.
12. Oversees and coordinates the Maintenance Department's inventory and related work order accounting control programs.
13. Monitors and implements the department safety programs for the purpose of ensuring campuses and staff are maintained in a safe condition.
14. Develops and maintains positive staff morale.
15. Shows sensitivity and fairness in dealing with staff from a diverse cultural background.
16. Develops, monitors and ensures compliance with department's policies, operating procedures, bidding requirements and other Federal, State and Local rules, regulations and requirements.
17. Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and proper maintenance of district-wide services.



San Antonio's Premier District

NORTHSIDE INDEPENDENT SCHOOL DISTRICT

DEPARTMENT OF HUMAN RESOURCES

18. Reviews complaints from District officials, administrators and department heads and recommends and implements feasible options and solutions.
19. Cooperates with other departments/offices as their specific duties relate to the maintenance program.
20. Assists Director in planning and decision-making processes as appropriate.
21. Performs other duties as assigned.

**WORKING CONDITIONS**

Works prolonged and irregular hours; regular District-wide travel; works indoors and outdoors to conduct on-site reviews and inspections of facilities and maintenance projects; required to access roofs and unfloor spaces; works with frequent deadlines; works around machinery with moving parts; works around live electrical equipment; works around sewer/sanitary and plumbing-related equipment; works with hazard chemicals and other materials; works on ladders and/or scaffolding. Maintains emotional control under stress; occasional lifting and carrying. Good depth perception and color distinction. Frequent exposure to extreme temperatures.

**TERMS OF EMPLOYMENT**

**SALARY:** \$71,737 - \$97,083

**TYPE OF ASSIGNMENT:** Full-Time, Exempt

**MINIMUM WORK DAYS:** 236

**PAY GRADE:** BN06

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**NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.**

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PN: 2451**