AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**OPERATOR BUILDING CREW LEAD**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 10**	DUTY DAYS:	**260**	DATE REVISED:	**04/01/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. Five (5) of related experience with knowledge of a specialized field such as building maintenance is required. Incumbent is expected to become certified by the EPA and licensed by the State of Texas as an Asbestos Inspector. Incumbent may be required to work hours in addition to their normal 8-hour duty day.

SKILL REQUIREMENTS:

Incumbent must have knowledge of HVAC mechanical equipment repair and maintenance, have the ability to train and counsel employees, and know proper maintenance and safety procedures. Incumbent should have the ability to organize and coordinate work and to effectively work with others. This position requires incumbent to have the ability to foresee danger signals in equipment, and to be able to follow oral and written instructions. Incumbent must be familiar and comfortable with basic computer skills (i.e., MSOffice, including Word and Excel). Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

This position trains and supervises Building Operators within a specific Zone Maintenance Team. Incumbent will coordinate with Building Operator Foreman and maintenance supervisors on work request assignments. Incumbent must have current Texas Operators Driver's License in possession at all times while operating AISD vehicles.

ESSENTIAL FUNCTIONS:

- Accept responsibility for training and instructing Zone Maintenance Team in the use of cleaning equipment, oiling, greasing, and detecting proper functioning of cooling and heating equipment.
- Develop annual schedule for routine scheduled maintenance and assigns daily workload tasks to Building Operators.
- Check equipment for proper maintenance.
- Ensure that the workers follow prescribed operations, maintenance, and safety procedures.
- Secure supplies.
- Keep an inventory of tools and supplies.
- Input and track work orders on the District's "SCWO" computer program.
- Represent the Zone Maintenance Team to facility administrators within their area.
- Perform inspections of each facility for asbestos containing building material (ACBM) at a frequency of every three years.
- Document for record site all HVAC preventative maintenance requirements.

- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including computer and peripherals; forklift or hydraulic lifting equipment; hand truck, dolly, and pallet jack; small hand tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing ladders and scaffolding; grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and fumes, noise, vibration, and electrical hazards; work around gas lines; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. This position will supervise a team. Incumbent will provide guidance and consultation to the Energy Management Office and the Maintenance Department and Construction Management.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	