

AUSTIN ISD

JOB DESCRIPTION

JOB TITLE:	BD SUPERVISOR FACILITIES SAFETY SYSTEMS			FLSA STATUS:	EXEMPT
PAY GRADE:	AUX 13P	DUTY DAYS:	226	DATE REVISED:	03/28/2025 HC
FUNDING SOURCE:	THIS POSITION IS BOND FUNDED.				

MINIMUM QUALIFICATIONS:

An Associate's Degree or equivalent in Electronics or comparable field is required. Seven (7) years of troubleshooting experience in complex AC/DC electronic circuitry is required. A minimum of two (2) years supervisory experience is required. Incumbent must possess or attain a Texas FAL license within 90 days of hire. A valid Class C Texas driver's license is required to operate District vehicles.

SKILL REQUIREMENTS:

Incumbent must have a working knowledge of safety systems typically deployed in educational facilities. Proficiency in troubleshooting fire alarm, intrusion alarm, access control systems, and IP video cameras is required. Incumbent should be computer literate with proficiency in Excel, Word, and Outlook. This position requires skills in programming and troubleshooting proprietary software such as card access, security, fire, and video management platforms.

JOB PURPOSE AND RESPONSIBILITY:

This position supervises a team of technicians responsible for inspection, testing, and maintenance of safety systems found in all District owned facilities.

ESSENTIAL FUNCTIONS:

- Assign work orders to technical staff using Asset Essentials
- Coordinate with contractors for installation or repairs of equipment.
- Oversee annual inspections of District facilities required by code or District policy and enter inspection reports into the Compliance Engine and other compliance venues.
- Review on a regular basis operational equipment and diagnostic reports to ensure district and department goals are achieved.
- Regularly meet with technicians to review work order completion and quality of work performed.
- Function as timekeeper for technicians, approve time worked, overtime and time off.
- Complete written annual and other evaluations of individual technician work performance.
- Coordinate inspection and repair activities with other AISD departments.
- Function as a first line technical resource to technicians in the field.
- Assist in development of Facilities Safety Systems policy and procedure.

AUSTIN ISD

JOB DESCRIPTION

- 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:

Work is normally performed in an office environment and will include both indoors and outdoors facilities. Conditions include cold, heat, darkness, dampness, dirt, and dust. Hazards include electrical shocks or burns, cuts, injuries to the eyes, crushed fingers, falls from ladders, small dark enclosures above ceilings and beneath buildings. Work is performed from ladders; driving is required in all weather conditions. Incumbent must be able to lift up to 50 lbs. Incumbent may be required to be available 24 hours a day for emergency services. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

Position reports directly to the appropriate supervisor of the department and will supervise the department's technical team. Position provides guidance and consultation to AISD administrators, staff, volunteers, visitors, and stakeholders regarding the use and operation of Safety Systems equipment. Incumbent will provide guidance and consultation to staff technicians regarding Austin ISD policy, and technical information regarding the installation and service of these systems.

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: