

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	BD SUPERVISOR STRUCTURAL BUILDING			PAY GRADE:	AUX 13P
DUTY DAYS:	226	FLSA STATUS:	EXEMPT	DATE REVISED:	11/14/2025 HC
FUNDING SOURCE:	THIS POSITION IS BOND FUNDED.				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. A Bachelor's degree from an accredited college or university is preferred. Five (5) years of related experience is required. Experience working installing and maintaining locks and door hardware is required. One (1) year of leading projects and a team is required. Three (3) years of supervisory experience is preferred. Incumbent must have a thorough knowledge of building construction, materials, and maintenance procedures. Incumbent must be able to read blueprints, interpret drawings, have knowledge of reading and writing technical data, and make simple mathematical calculations. Incumbent must have valid Texas Driver's License and it must be in possession at all times while operating Austin ISD vehicles. Incumbent may be required to work hours in addition to their normal 8-hour duty day. Fluency in English and Spanish is preferred.

SKILL REQUIREMENTS:

This position requires a thorough working knowledge of building construction, materials, and maintenance procedures. Incumbent must be able to organize and coordinate work and work effectively with others and must be able to keep accurate written and computer records. This position requires the ability to read and interpret blueprints, schematics and installation instructions and drawings. The incumbent must have the skill and ability to pick various locks when keys are not available. The incumbent must have excellent oral and written communication skills and be able to communicate across a broad base of internal and external stakeholders.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for on-site leadership of maintenance and repair services for District campuses and facilities and will assist the Director of Facilities Maintenance to maintain the facilities in a condition of operating excellence so it may be fully used at all times. Monitor on-site construction processes and supervise workers. Incumbent will track and report on project progress. Collaborate with contractors and project managers. The incumbent will develop and oversee an integrated Districtwide services program that ensures efficient and effective use of resources and meets the comfort, health, and safety needs of students and staff. This position will assist in the performance appraisal of the structural department technicians and locksmith department.

ESSENTIAL FUNCTIONS:

- Read and interpret blueprints, schematics and installation instructions and drawings.
- Supervise all locksmith/hardware mechanics. Schedule, assign, and supervise locksmith technicians. Check regularly to see that proper procedures have been carried out. Perform yearly employee evaluations
- Install and maintain locks and their associated door hardware components.
- Supervise the establishment and documentation of key systems in computerized format.
- Procure all materials and supplies for the locksmith operation.
- Coordinate and assign all locks and hardware related work.

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- Assist campus administrators in key management.
- Duplicate keys and re-keys cylinders and train technicians on this process..
- Respond to after hour emergencies in the interest of building security. Respond to all communications within 24 hours.
- Conduct key system inspections at assigned facilities.
- Assist in preparation of department budget.
- Assist in recruiting, screening, training, and evaluation of employees.
- Coordinate key systems and hardware schedules with Construction Management on new and renovation projects.
- Procure all materials and supplies for the locksmith operation.
- Coordinate and assign all locks and hardware related work.
- Assist campus administrators in key management.
- Duplicate keys and re-keys cylinders.
- Respond to after hour emergencies in the interest of building security.
- Conduct key system inspections at assigned facilities.
- Assist in preparation of department budget.
- Assist in recruiting, screening, training, evaluation, and recommendations for advancement of employees.
- Coordinate key systems and hardware schedules with Construction Management on new and renovation projects.
- Review meetings, and substantial completion site meetings for new bond construction, additions, and renovations. Assure compliance with codes, standards, regulations, and operation directives.
- Coordinate work with other maintenance departments, site-based staff, and contractors to resolve issues and maintain the physical environment of District facilities.
- Serve as a liaison between the department and Leadership, central staff, site-based staff, and stakeholders. Communicate regularly with parties involved in the construction site.
- Lead team to identify opportunities and implement strategies to prolong the life of equipment and save energy.
- Perform maintenance and repair work and assist technicians with difficult and special problems.
- Implement and oversee safety training for employees, ensuring safe work practices. Instruct assigned personnel on proper and safe use of equipment and storage of materials. Inspect facilities and equipment for safety and efficiency
- Maintain and approve employee timesheets in a computerized time management system.
- Maintain material records and inventory of supplies utilized in the department. Maintain proper and necessary safety and fire prevention equipment as prescribed by law and school policy.

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- Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
- Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
- Follow district safety protocols and emergency procedures.
- Commit to helping the District conserve costs and be responsible stewards of our environment through intentional employee practices including but not limited to energy and water conservation, waste reduction, recycling, and composting.
- 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 and will supervise the structural department technicians and locksmith department. The Incumbent will provide guidance to the Energy Management team and the Maintenance Department.

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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 & acknowledged the job description above.

Employee Signature:		Date:	
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