AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**BD MANAGER TRADE STRUCTURAL**			PAY GRADE:	**AUX 14**
DUTY DAYS:	**226**	FLSA STATUS:	**EXEMPT**	DATE REVISED:	**11/18/2025 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. 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. 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.Oversee and ensure the maintenance cyclical program is in compliance with codes, standards, regulations, and operation directives.

- Participate in walkthroughs, review meetings, and substantial completion site meetings for new bond construction, additions, and renovations in the quadrant area.
- Coordinate work with other maintenance departments, site-based staff, and contractors.
- Collaborate with other maintenance departments to resolve issues and maintain the physical environment of District facilities.
- Implement and oversee safety training for employees, ensuring safe work practices.
- Communicate effectively and professionally with School Leadership, District central staff, site-based staff, and community stakeholders.
- Communicate regularly with other managers, directors, the executive director, and other designated contacts within the organization.
- Lead team to identify opportunities and implement strategies to prolong the life of equipment and save energy.
- Assist in interviewing prospective employees and recommending advancements.
- Perform actual maintenance and repair work.
- Assist in training programs.
- Schedule, assign, and supervise technicians in heating/air conditioning.
- Assist technicians with difficult and special problems.
- Check regularly to see that proper procedures have been carried out.
- Plan long-range maintenance program.
- Maintain employee timesheets in a computerized time management system.
- Perform yearly employee evaluations.
- Keep time and material records when necessary.
- Respond to all communications within 24 hours.
- Instruct assigned personnel on proper and safe use of equipment and storage of materials. Inspect facilities and equipment for safety and efficiency.
- Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
- Initiate and maintain proper and necessary safety and fire prevention equipment as prescribed by law and school policy.
- 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

- Committed 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.

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:**	