



CLEVELAND

INDEPENDENT SCHOOL DISTRICT

Job Description

1901 E. HOUSTON STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	Project Supervisor	STATUS:	Non-Exempt (At-Will)
REPORTS TO:	Director of Facilities and Utilities	TERMS:	233 Days
DEPARTMENT:	Maintenance	PAY GRADE:	AX8

PRIMARY FUNCTION

Oversee and coordinate day-to-day maintenance and small construction projects across district facilities. Supervise maintenance crews, manage work orders and schedules, ensure quality workmanship, and support safe, timely completion of assigned projects in accordance with district standards and safety regulations.

QUALIFICATIONS

Education/Certification:

High school diploma or GED equivalent preferred

Valid Texas driver's license with acceptable driving record

Certification or license in a skilled trade in electrical

Special Knowledge/Skills:

Knowledge of maintenance and construction practices, materials, and equipment

Skill in reading blueprints, specifications, and work orders

Ability to plan, assign, and supervise the work of others

Strong problem-solving and decision-making skills

Knowledge of safety procedures and building codes

Proficient in use of district work order systems

Ability to communicate effectively with staff, contractors, and campus administrators

Experience:

Minimum five (5) years of experience in facility maintenance, construction, or related field

Minimum two (2) years of experience in a lead or supervisory role

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate and oversee district maintenance and small-scale construction projects.
2. Schedule and assign work to maintenance staff, ensuring completion within deadlines and quality standards.
3. Inspect job sites to verify progress, quality of work, and adherence to safety and building codes.

4. Assist in estimating materials, labor, and time required for projects.
5. Ensure proper documentation for project completion and material use.
6. Provide on-site direction and technical support to maintenance crews and trade personnel.
7. Train employees in work procedures, safety protocols, and equipment use.
8. Monitor performance, attendance, and work quality; report issues to the Director as needed.
9. Assist in coordinating vendor and contractor work for assigned projects.
10. Review and prioritize daily work orders and preventive maintenance schedules.
11. Coordinate deliveries, equipment usage, and job-site setup.
12. Maintain inventory of materials, tools, and supplies needed for assigned work.
13. Ensure vehicles, tools, and equipment are properly maintained and safe for use.
14. Enforce district and OSHA safety policies on all job sites.
15. Conduct safety checks and ensure proper use of personal protective equipment (PPE).
16. Report accidents, hazards, or damaged equipment immediately.
17. Ensure all work complies with applicable building codes and district standards.
18. Communicate effectively with principals, supervisors, and staff regarding project timelines and needs.
19. Respond to urgent maintenance requests and emergencies in a timely manner.
20. Maintain accurate records, logs, and reports for completed projects.
21. Adhere to professional and ethical standards, in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics.
22. Develop needed professional skills appropriate to job performance.
23. Maintain confidentiality.
24. Reliable attendance and punctuality.
25. Follow district safety protocols and emergency procedures.
26. Participate in staff development activities to improve job-related skills.
27. Attend and participate in staff meetings and serve on staff committees as required.
28. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
29. Perform other duties as assigned by supervisor and the Superintendent of Schools.

WORK ENVIRONMENT

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 materials, noise, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours

Mental Demands: Maintain emotional control under stress

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date