

United Independent School District

Department of Human Resources

FACILITIES SUPERVISOR

Athletic Department / Summers Aquatic Center

Primary Purpose:

Assist the Coordinator or designee in the performance of duties pertaining to the programming, operations, maintenance and supervision of the center. Duties include but not limited to insuring operation of all equipment and the supervision and monitoring of the HVAC, sanitation and disinfection system operations as well as the safety of all students, staff and general-public who are using the center by maintaining the facility within Texas and State Administrative and Health Safety Codes.

Educational Qualifications:

- High School Diploma or G.E.D.
- Pool Operator Certification (CPO)
- First aid and CPR Certification
- American Swim Coaches Association, United States Diving and or United States Water Polo Certificate preferred
- Valid Texas Driver's License (submit copy with application)
- Forklift training preferred

Major Responsibilities and Duties:

1. Recommend on needed purchases of supplies and materials for the UISD Aquatic Center and others.
2. Knowledge of pool systems and water filtration systems
3. Keep control and inventory of the Aquatic Centers' equipment supplies and materials.
4. Assure that UISD Aquatic Center Staff sign for equipment, supplies & materials taken from UISD Aquatic Center.
5. Assure that supplies and materials are received and processed in the inventory control system.
6. Create a safety conscience for staff and others.
7. Keep assigned personnel informed and in compliance with safety procedures and guidelines and with hazardous chemical laws and regulations in the performance of assigned tasks.
8. Instructs assigned personnel on the proper and safe use of tools and UISD Aquatic Center equipment.
9. Work extra-curricular functions assigned work schedule as requested to include All Aquatic Events, weekends, etc.
10. Conduct inventory audits and counts as required.
11. Deliver supplies and materials to training locations at the UISD Aquatic Center when required by UISD Aquatic Center coordinator or designee.
12. Process maintenance supplies and materials from vendors when required by supervisor.
13. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
14. Assist in maintaining a safe and healthy work environment.

Distance Learning and Virtual Instruction Duties and Responsibilities

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

17. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
18. Perform other tasks and assume other responsibilities as well as to comply with lawful directives, assigned by UISD Aquatic Center coordinator or designee.

Facilities Supervisor (continued)**Working Conditions:**

Ability to understand verbal and written instruction. Ability to communicate effectively (verbal and written); interpret policy, procedures, and data, coordinate district function, maintain emotional control under stress. To read Drawings and Schematics. Occasional district and statewide travel, occasional prolonged and irregular hours. Strenuous walking, standing, and/or climbing; heavy lifting and carrying. Work outside and inside; exposure to hot and cold temperatures; exposure to dust, toxic chemicals, and materials; slippery or uneven walking surface; work on ladders; work alone.

Distance Learning Working Conditions:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals such as Hy-Tek software, Daktronics equipment software and scoreboards or videoboards.

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Terms of Employment:

Wage / Hour Status:	Non Exempt
Minimum Salary:	\$19.97 / hour
Pay Grade:	7
Minimum Work Days:	260 / 262
Months:	12

Date Last Revised: 07/21

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.