

Support Services

10. Maintenance Department

- ▶ Continue to support campus administration with general repairs
- ▶ Conduct routine inspections of campus facilities
- ▶ Perform preventative maintenance as budgeted for the school year
- ▶ Handle basic repairs and maintenance district-wide
- ▶ Oversee contractors as necessary
- ▶ Diagnose mechanical and electrical issues and correct them
- ▶ Perform installations, assembling, fittings, repairs, and replacements as needed.
- ▶ Handle emergency maintenances and repair works
- ▶ Stock adequate maintenance materials and equipment to avoid shortages and excesses.



Well-Being and Safety continued Maintenance Department



- ▶ Maintain complete records of daily maintenance activities
- ▶ Maintain work area clean, safe and organized
- ▶ Ensure staff operates maintenance equipment safely to avoid accidents
- ▶ Maintain the maintenance tools and equipment in safe, clean and good working conditions
- ▶ Provide guidance and assistance to co-workers when needed
- ▶ Provide job training and safety programs organized by maintenance department
- ▶ Adhere to BISD's policies, safety regulations and OSHA requirements
- ▶ Perform maintenance tasks based on pictures, blueprints, written descriptions and oral instructions from Supervisors