



**SOUTHWEST**  
TEXAS ★ COLLEGE

HUMAN RESOURCES  
**EMPLOYMENT OPPORTUNITY**

[human.resources@swtxc.edu](mailto:human.resources@swtxc.edu) | [swtxc.edu](http://swtxc.edu)

**Title:** Assistant Director of Buildings and Grounds

**Campus:** Uvalde

**Job ID:** 242530710101

**Closing Date:** May 16, 2025

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**Job Summary:** Support the Maintenance Director in overseeing the overall operations regarding the Maintenance and Grounds Department. These responsibilities include electrical, plumbing, carpentry, custodial services and grounds. This position also plays a key role in interpreting blueprints and technical diagrams, assisting with the oversight and progress of construction/renovation projects to meet quality standards timelines, and budgetary requirements.

**Classification:** Full-time, Exempt

**Department:** Maintenance

**Salary:** Commensurate with education and experience; 12-month position. Maintenance Personnel Salary Schedule Group IV.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

## **QUALIFICATIONS**

**Education:** Bachelor's degree preferred or equivalent experience.

**Experience & Training:** At least five years of related experience in building maintenance or construction preferred.

**Additional Qualification Requirements:** Must have strong supervisory and leadership skills. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Proficient with Microsoft Office and/or related software as needed to maintain reports, records and budgets. Must possess a strong sense of responsibility and initiative, and the ability to prioritize and organize tasks carefully and accurately. Candidate must be authorized to work in the U.S., provide verifiable credentials, and successfully complete the background and reference checks specified for the position. Must have a valid driver's license and be insurable through SWTX insurers. Travel is required to other locations served by the college.