



Title: Assistant Maintenance Director of Buildings and Grounds

Job ID: 252618710101

Campus: Uvalde

Closing Date: January 28, 2026

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 III.

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

Responsibilities:

1) Assist in overseeing the day-to-day operations of the maintenance department.
Helps evaluate systems or facilities to determine maintenance or repairs that need to be performed.
Aids in assesses building systems to plan work assignments and project schedules.
Helps develops maintenance procedures and schedules.
Coordinates to ensure maintenance and repair work is completed correctly and in a timely manner.
Assists with departmental budget estimates and costs of specific repair projects.
Reports and sometimes handles discipline and termination of employees as needed and in accordance with college policy.
Displays extensive knowledge of building systems such as plumbing, custodial, grounds, electrical, and some HVAC.
Assist with the ability to identify maintenance issues and determine repairs that are needed.
Collaborates with Maintenance Director to plan maintenance schedules for building systems.
Demonstrates excellent management and supervisory skills.
Proficient with Microsoft Office Suite or similar software.
Displays excellent analytical and problem-solving skills.
Performs other related duties as assigned.
Facilitates proper maintenance of all parts and areas of the facility including machinery and buildings.

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.