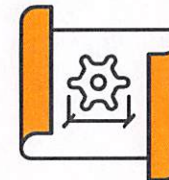


Department of Maintenance, Facilities and Operations



Fabens Independent School District
Jesus O. Barba, M.Ed.
Director



Introduction

Director: Jesus O. Barba, M.Ed.

Bilingual Teacher - 5 years

Math and Science Instructional Coach - 4 years

Assistant Principal (PK-8) - 4 years

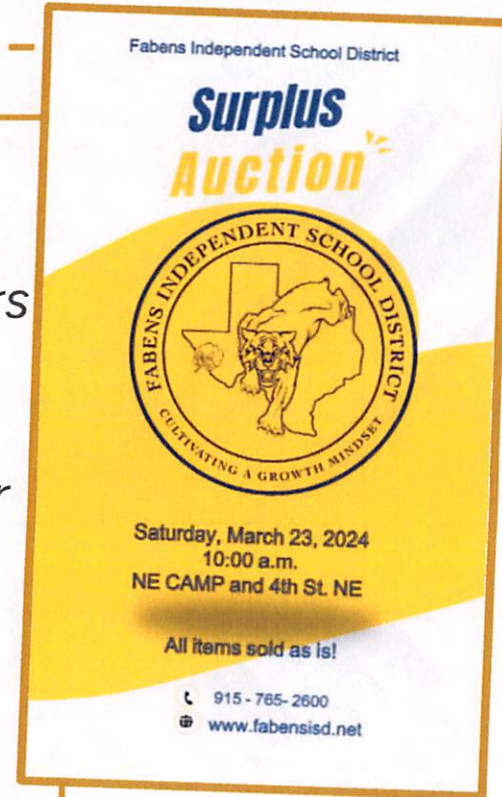
Elementary Principal - 7 years

- *(Jose H. Damian Elementary - State Honor Roll School)*

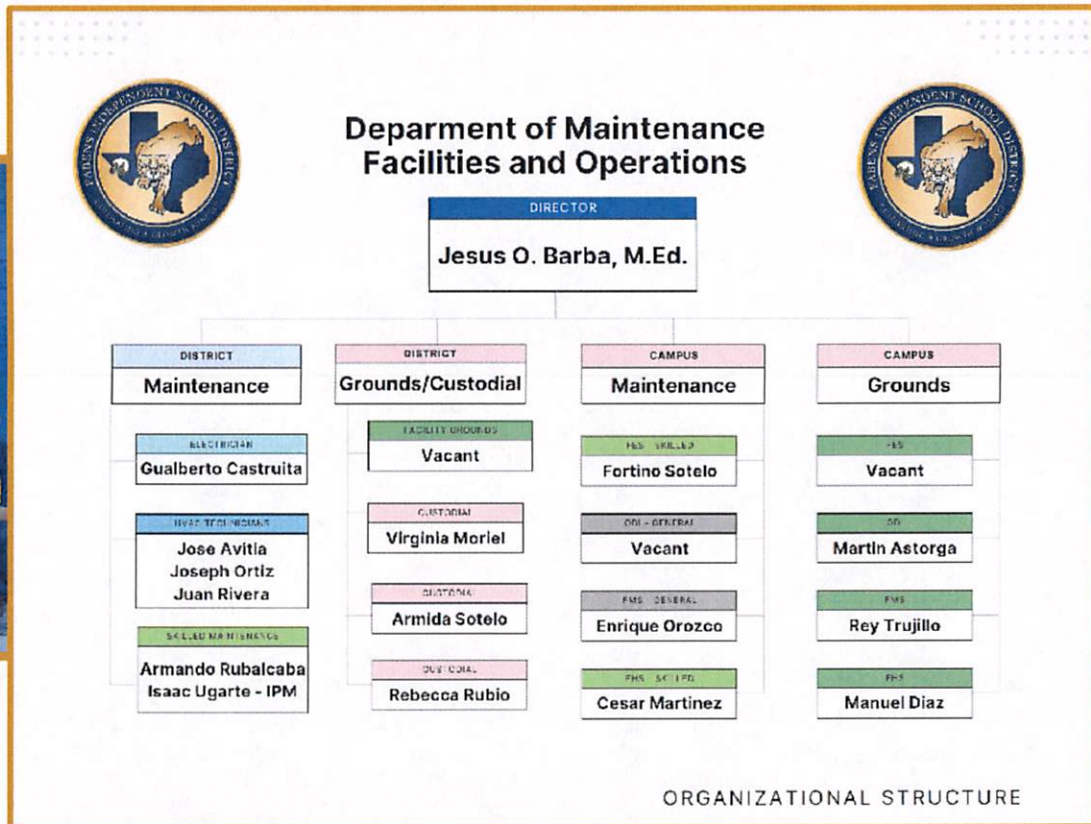
Director Of Elementary Instruction

- *(ESSER Funded)*

March 2024 - Director of Maintenance, Facilities and Operations



Organizational Structure



Department Culture



Department of Maintenance, Facilities and Operations

Vision

Stay ahead of the game with Preventive Maintenance.

Mission

To convey strategies for planning and implementing "BEST PRACTICES" for maintaining facilities and grounds.

Our Principles

Honesty, Integrity, Innovation, Reliability, Respect, Empowerment, Staff Diversity, Teamwork, Dedication, Commitment

We Believe That

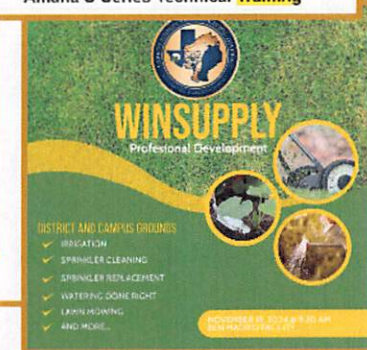
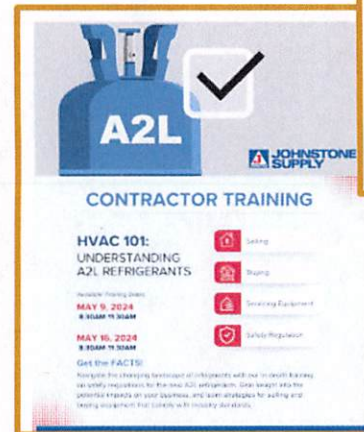
- Safety comes first
- Communication, training and development are the key elements in serving our customers better
- Teamwork and team decisions are better than individual efforts.
- Recognizing staff and technicians builds confidence and fosters work that is valued.

We Can Achieve This By

- Continuously improving our team approach.
- Managing change in a proactive manner.
- Appreciating our staff as a valued resource.

Professional Development

HVAC/Skilled Maintenance has attended a total of 4 PD Sessions since May of 2024



Department Culture



Department of Maintenance and Facilities

SHOUT OUT FORM

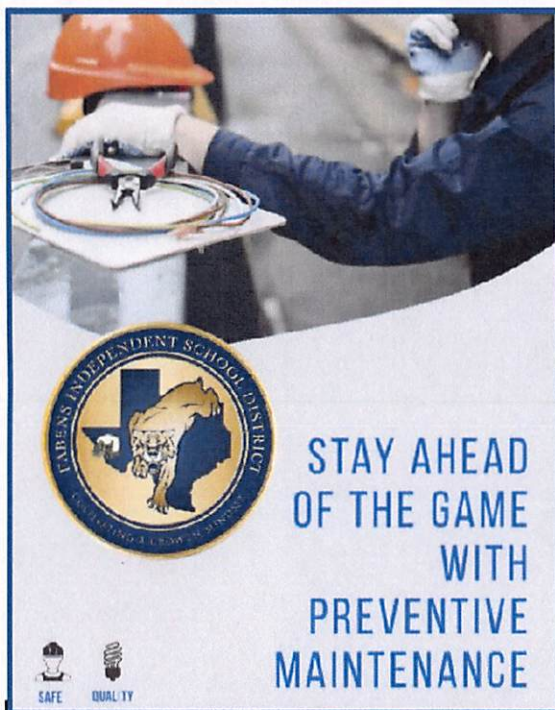
WHO:

Thank you for:

FROM:



Department Employee Handbook



Facilities and Maintenance Handbook

2024-2025

Fabens Independent School District Maintenance and Facilities Department

The purpose of this handbook is to ensure that our department's guidelines and expectations remain up-to-date, compliant with relevant laws, and are consistently understood and adhered to by all employees.

Our department can conduct revisions of this handbook according to feedback from employees as well as recommendations from the District Human Resources Department.

Feedback: Employees are encouraged to provide feedback on the handbook at any time. If an employee identifies inconsistencies, errors, or areas that require clarification, they can address to the department's director or to Human Resources. Updates: Any significant changes made to the handbook will be communicated to all employees in a timely manner.

Employee acknowledgement

Receipt: Upon receiving the employee handbook, or any subsequent updates, employees are required to read and familiarize themselves with its content.

Acknowledgement form: After reviewing the handbook, employees must sign an acknowledgement form, confirming they have read, understood, and agree to adhere to the contents outlined within.

Clarifications: If employees have questions or require clarification on any policy, they are encouraged to contact the department's Director or the HR department.

Acknowledgement Form:

I, _____, acknowledge that I have received, read, and understood the content of the company's employee handbook. I commit to adhering to its contents and the guidelines outlined within and understand that failure to do so may result in disciplinary action.

Signature: _____

Date: _____

2024-2025 SY



Department Culture

Yearly Evaluations and
Self-Evaluation
Individual Goal Setting Meetings

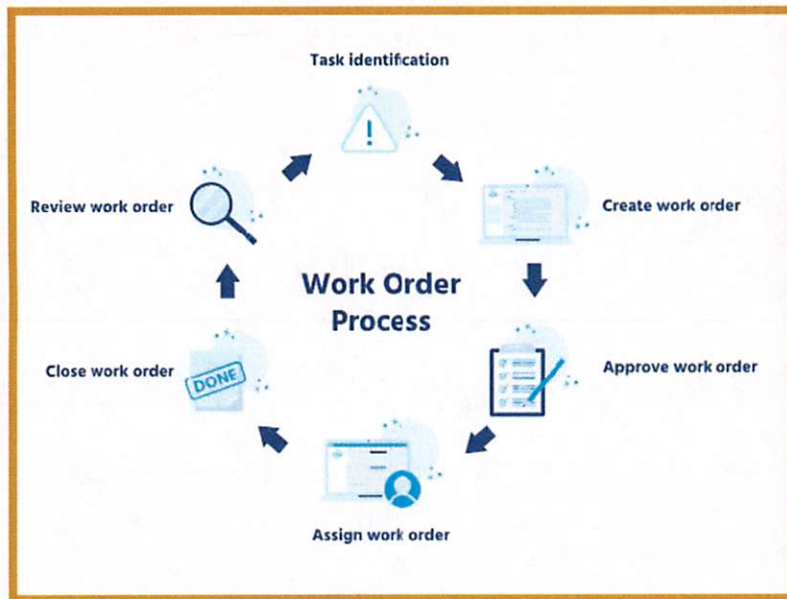


Work Quality (Calidad de trabajo)	Exceeds Expectations (4)	Meets Expectation (3)	Developing or Needs Improvement (2)	Unsatisfactory (1)
Fulfills work assignments/requirements. (Cumple con las asignaciones/requisitos de trabajo.)				
Uses sound judgment. (Utiliza buen criterio.)				
Performs job accurately and efficiently. (Realiza el trabajo con precisión y eficiencia)				
Demonstrates ability to work without supervision as needed. (Demuestra capacidad para trabajar sin supervisión según sea necesario.)				
Shows pride in work performed. (Muestra orgullo por el trabajo realizado.)				
Evaluator Comments (Comentarios del evaluador):				

Pre-Evaluation Average	72.6% Minimum: Anything less than 80 or 85 is not enough
Area Of Growth	<ul style="list-style-type: none"> Work Quality - 13/20 Work Attitude - 15/20 Work Habits -15/20 Personal Characteristics - 18/24
Goals	<ul style="list-style-type: none"> Work Quality Work Attitude Work Habits Personal Characteristics
Comments	<p>It serves as a guide to ensure that I am striving to better myself.</p> <p>What could be your proof?</p> <ul style="list-style-type: none"> Photos Before/after Keeping track of work orders <p>Facility Overview walkthroughs will increase your productivity, quality and attention to detail in the work being performed.</p> <p>Since February of 2024 you have gone from Grounds, Events lead to Campus maintenance</p>

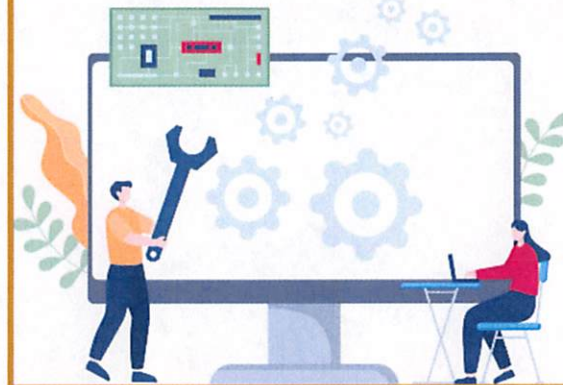


Work Order



Maintenance Update

**As of May 12, 2025,
94% (794/843) Work
Orders have been
completed and Closed!**



QUARTERLY Facility Overview



Facility Overview

Goal:
To convey strategies for planning and implementing
"BEST PRACTICES" for maintaining facilities and grounds

Facility	
Inspection Date	

Superstructure (Physical Structures)

Code Deficiencies	
Recommendations	
Estimates	

Site Walls

Code Deficiencies	
Recommendations	
Estimates	

Landscape and Irrigation - Include Grounds

Code Deficiencies	
Recommendations	
Estimates	

Electrical - Include R. Castañeda

Code Deficiencies	
Recommendations	
Estimates	

Plumbing

Deficiencies of Plumbing Systems	
Existing Conditions	
Estimates	

Heating and Air Conditioning - Include HVAC

Code Deficiencies	
Recommendations	
Estimates	

Fabens Independent School District
Department of Maintenance, Facilities and Operations

Technician/Facilities Campus Maintenance will assist with all winterization.

<input type="checkbox"/> Avila/Sotelo	<input type="checkbox"/> Rivera/Miranda	<input type="checkbox"/> Ortiz/Lugarre	<input type="checkbox"/> Castañeda/Martinez
<input type="checkbox"/> FES	<input type="checkbox"/> ODI	<input type="checkbox"/> FMS	<input type="checkbox"/> FHS
<input type="checkbox"/> Transition Center	<input type="checkbox"/> DAEP	<input type="checkbox"/> SPED	<input type="checkbox"/> Wildcat Den
<input type="checkbox"/> Community Library	<input type="checkbox"/> Technology	<input type="checkbox"/> Women's Club	<input type="checkbox"/> Ben Madrid
	<input type="checkbox"/> Canales	<input type="checkbox"/> Amador	<input type="checkbox"/> Central Office

To prepare your air conditioner unit for winter, you should primarily clean the outdoor unit thoroughly, remove debris like leaves and twigs, and cover it with a protective cover; additionally, change the air filter, turn off the AC circuit, and consider scheduling a professional maintenance check before the cold season arrives.

Key steps to prepare your air conditioner for winter:

- Clean the outdoor unit. Remove leaves, twigs, grass clippings, and other debris from around the condenser unit.
- Change the air filter: Replace the air filter with a new one to ensure optimal airflow.
- Cover the unit: Use a dedicated air conditioner cover to protect the outdoor unit from weather elements like snow, rain, and ice.
- Turn off the AC circuit: Locate the switch that powers the AC unit and turn it off.



Department Needs Assessment

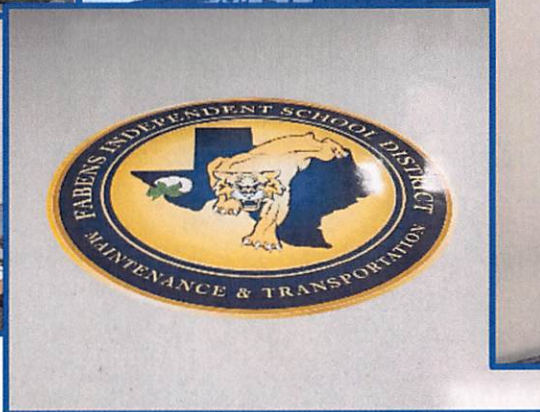
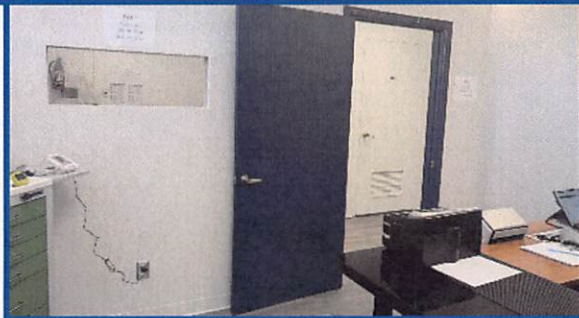
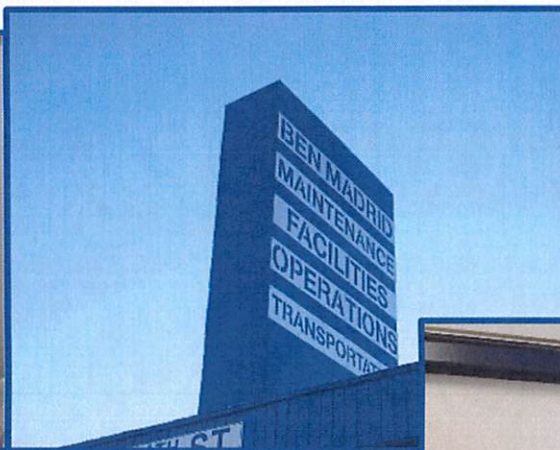
Needs Assessment Toolkit



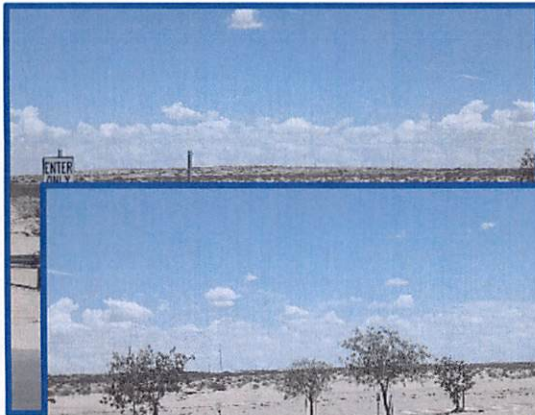
https://docs.google.com/document/d/1EEhskJjNTEEnRyB87QO7y19-OMM_y3KnY0QAe0KU_la0/edit?usp=sharing



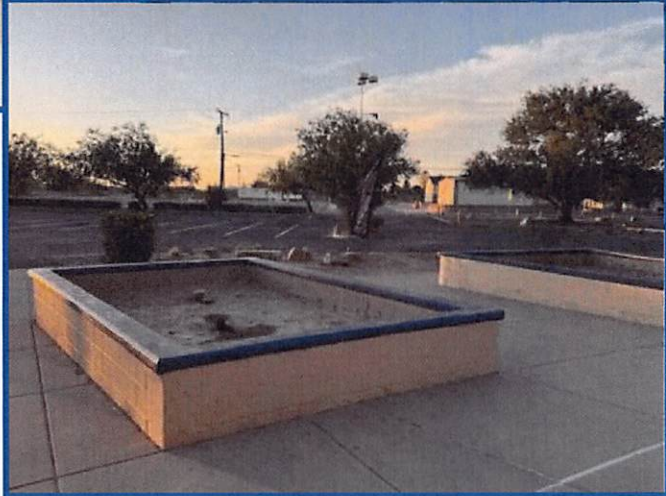
Facility Upgrades/Projects



Facility Upgrades/Projects (FES)



Facility Upgrades/Projects (FMS)



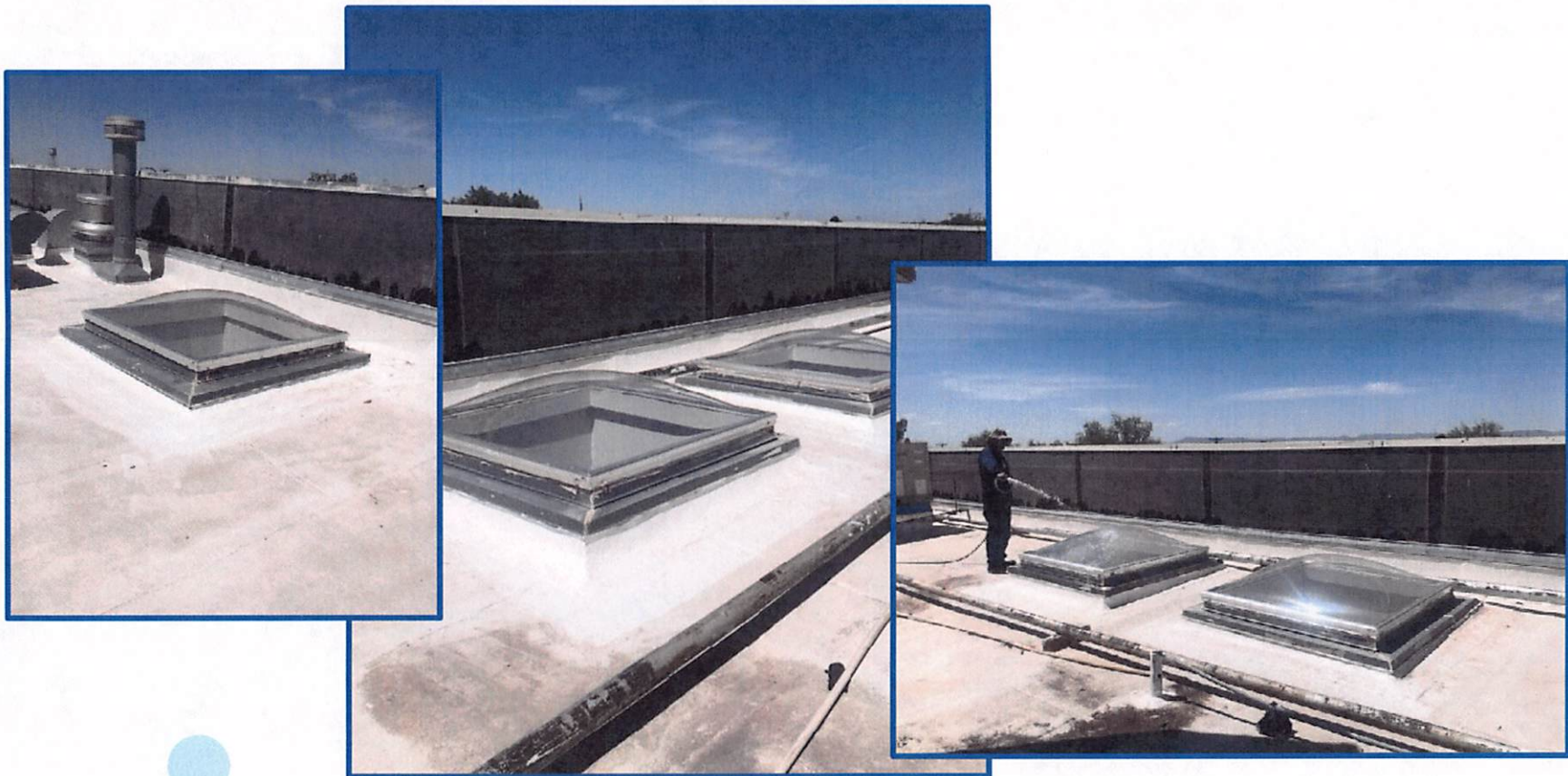
Facility Upgrades/Projects (Fine Arts Paint - OUTSIDE)



Facility Upgrades/Projects (ODI)



Facility Upgrades/Projects (FHS Roof Skylights)



Facility Upgrades (FHS)

