

The University of Texas at San Antonio

Job Description

Job Title: UC Custodial Maintenance Supervisor
Code: 13475
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: University Center
Reports To: Assistant Director of the University Center Operations

Summary

- Function: To provide evening and weekend management of a student center building.
- Scope: Responsible for inspecting facilities for arrangements, seating, heating, cooling, cleanliness and student conduct.

Duties

- Typical:
 1. Supervises the evening and weekend activities and operation of the University Center.
 2. Supervise students and full time staff I daily operations; and develop training procedures and initiate training; and analyze practices for efficiencies.
 3. Sets up facilities and equipment for meetings and other functions.
 4. Repair, maintain, and/or reports malfunctions of equipment; and establishes maintenance schedules.
 5. Reconciles daily cash operations.
 6. Monitors building and grounds for cleanliness.
 7. Performs other duties as assigned.
- Periodic:
 1. Takes inventory of equipment and furniture.
 2. Make suggestions for equipment and supply purchases.
 3. May attend workshops relevant to student union operations.

Education

Required	Preferred
Two years of college.	Bachelor's degree from an accredited University.

Other Requirements

Required	Preferred
Criminal Background Check. (CBC)	N/A

Experience

Required	Preferred
Two years of supervisory experience.	Two years of supervisory experience in a University setting.

Equipment

Required	Preferred
Ability to operate various audio-visual equipment.	N/A
Familiarity with light and sound systems.	

Working Conditions

Usual	Special
Requires evening and weekend work.	Exposure to electrical equipment.

Supervision

Received	Given
General instructions concerning operational policies from supervisor.	Direct supervision of evening and weekend personnel.

Accuracy

Proficiency in all phases of work.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
