

The University of Texas at San Antonio

Job Description

Job Title: Supervisor, Custodial Services
Job Code: 13554
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Campus Recreation / Student Affairs
Reports To: Assistant Director, Facility Operations and Events Management

Summary

- **Function:** To provide basic facilities maintenance and custodial management.
- **Scope:** Responsible for basic facility maintenance, equipment maintenance and overseeing custodial needs and services.

Duties

- **Typical:**
 1. Manage upkeep and needs for daily operations of the Campus Recreation facilities.
 2. Ensure the highest possible level of customer service in order to provide exceptional experiences for students, faculty, staff, guests, and university partners.
 3. Conduct inspections, coordinate and communicate maintenance procedures and internal work requests, and submit purchase order requests for custodial and maintenance supplies.
 4. Supervise professional Custodial Staff and student assistants including hiring, training, scheduling, providing job performance feedback, conducting evaluations and disciplinary processes, and overseeing payroll.
 5. Provide on-site supervision of maintenance operations.
 6. Monitor installations and repairs, determine solutions, and make decisions to ensure a constant high level of quality in the area of maintenance operations.
 7. Request additional custodians for events.
 8. Create and oversee a monthly and annual major cleaning projects calendar.
 9. Research and inventory maintenance equipment and supplies.
 10. Maintain warranties, service agreements, and related records.
 11. Monitor maintenance standards, procedures and schedules for preventative, routine and emergency maintenance needs.
 12. Request appropriate budget line-items related to maintenance, equipment, supplies, repair charges, and service calls; recommend expenditures for capital projects and permanent equipment purchases.
 13. Represent Campus Recreation in the campus community through committees and participation in various university functions.
 14. Perform additional duties as assigned.

Education

Required	Preferred
High school diploma or GED.	Bachelor's degree in related field.

Other Requirements

Required	Preferred
Excellent written and oral skills and the ability to work with diverse groups.	Current CPR, AED and First Aid certifications.
Ability to lift with or without reasonable accommodation.	
Working knowledge and understanding of philosophical relationship between facilities and programs produced in a university environment.	
Ability to obtain CPR, AED and First Aid certifications within 60 days of hire.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience in facility management with progressive increases in responsibility.	Four years of experience in facility and custodial management with progressive increases in responsibility.
Supervisory experience.	Experience in facilities and custodial management in a Campus Recreation or sports-type facility.

Equipment

Required	Preferred
Use and maintenance of common custodial equipment and routine tools.	N/A
Working knowledge Microsoft Office software.	

Working Conditions

Usual	Special
Work will be conducted in the office and on indoor and outdoor playing courts and fields as well as normal office conditions.	May involve work as a member of the skeleton crew during University holidays and inclement weather days.
Occasional early mornings, evenings and weekends.	
Duties require walking, standing, stooping, kneeling, stretching and climbing ladders.	
Ability to work with equipment and perform these tasks, including but not limited to: light maintenance, climb ladder, assist with event set-	

up of tables, chairs, stage and sound and rearrange fitness equipment.	
--	--

Supervision

Received	Given
General supervision from Assistant Director, Facility Operations and Events Management.	Direct supervision of assigned staff and student staff.

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.
