



The University of Texas at San Antonio™

Job Description

Job Title:	Superintendent of Maintenance	Job Family:	UT008-Facilities/Construction
Type:	Classified – Exempt	Job Code:	15012
Department:	Facilities Services	Salary Grade:	61
Reports to:	Director Facilities Operations and Maintenance	Created/Revised:	12/21/2021
Work Modality:	On Campus		

Job Summary

Provides skilled leadership to corrective and preventive maintenance work requirements both for single and multi-trade teams. Directly responsible for planning, organizing, coordinating, directing, controlling, and ensuring proper and timely accomplishment of all assigned corrective and preventive maintenance work in addition to managing Operation & Maintenance projects for the UTSA campuses. Coordinates all facilities related work performed by other work groups within these facilities. Responsible for the development and implementation of a fully comprehensive annual maintenance work plan and schedule. Supervises, directs and provides technical guidance and leadership to assigned staff. Effectively communicates and coordinates all maintenance activities, analyzes data, prepares reports and makes recommendations for improving maintenance functions and productivity.

Core Responsibilities

1. Provide leadership and supervision to reporting single or multi-trade maintenance technicians for the effective and efficient completion of all corrective and preventive maintenance work requirements on university campus facilities and equipment including management of projects.
2. Incorporate all assigned corrective and preventive maintenance work requests into work plans for timely scheduling and completion and may assist other colleagues in the accomplishment of other types of activities.
3. Ensure quality and timely responsiveness of assigned maintenance activities, including afterhours response to emergency calls as may be required.
4. Participate in budget preparations in support of assigned duties and responsibilities by analyzing and submitting tool and equipment requirements as well as recommendation for Deferred Maintenance projects.
5. Provide sound judgement in approving expenditures for purchase within assigned signature authority understanding the current financial environment of the department and university.
6. Track and evaluate status of work and accomplishments, analyze data, prepare reports, complete field visits & inspections and make recommendations to reach increasingly higher levels of performance and productivity in assigned areas. This includes evaluating / implementing innovative processes and ensuring all administrative tasks are performed to ensure the timely completions and closure of assigned work.
7. Effectively communicate with customers, vendors, contractors, staff and others regarding assigned maintenance activities, materials, specifications, scheduling, policies, and procedures to ensure quality responses and a high level of customer satisfaction.
8. Direct and manage assigned staff and participate in recruitment of new or replacement staff, selection of personnel, conduct performance reviews of existing staff and recommend appropriate personnel actions both in

advancement and discipline.

9. Ensure all applicable regulations, codes, policies and safety procedures are complied with to protect Facilities staff, UTSA personnel and the facilities.
 10. Provide training to develop the staff by assigning work that promotes development, encouraging trade licenses and continual education opportunities and developing employee training programs for professional growth and safety.
 11. Prepare estimates on O&M projects and maintenance needs
 12. Confer with faculty and staff regarding O&M, Planned and Deferred Maintenance projects.
 13. Actively participate in meetings and training opportunities as appropriate to the position
 14. Perform other duties as assigned.
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Minimum Requirements

Education/Certifications

- High school graduate or equivalent

Experience

- Ten years of verifiable skilled trade work experience in preventive and corrective maintenance activities with a minimum of six years being performed at a Journeyman or Master level.
 - A minimum of two years of supervisory experience in similar scope and complexity of the skilled trade work experience as part of, or in addition to, the ten years of experience required.
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Knowledge Skills & Abilities

- Knowledgeable of a wide array of PPE and application of safety processes, hand tools, power tools and testing and repair equipment for multiple facility trade professions.
 - Knowledgeable in the use of general office equipment including the use of personal computers.
 - Ability to use and drive motor vehicles and maintain acceptable MVR and be insurable by the university.
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Core Competencies

- Decision Quality, Managerial Courage, Developing Direct Reports, Dealing with Ambiguity, Business Acumen, Strategic Agility, Technical Know-How
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Working Conditions

Working Environment:

- Exposure to mechanical and electrical hazards, hazardous chemicals, high pressure water and air systems, high speed equipment, confined spaces, and heights.
 - Exposure to variable Texas weather conditions and/or physical hazards such as working in elevated and confined spaces; working in attics, sub-floors, machine rooms, on roofs, and other operational areas. Exposure may be prolonged.
 - Exposure to various mechanical, electrical, laboratories, and other university spaces.
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- Exposure to variety of construction and physical plant hazards including medium voltages (15KV), confined space, elevated heights, dust & dampness, high noise levels, outside weather and energized equipment & systems.
- Exposure to potential occupational hazards including toxic, biological, and chemical hazards within certain laboratory spaces.
- Exposure to elevated level of noise.
- Required to wear Personal Protective Equipment when needed, to include: steel toe or non-slip shoes, eye protection, hardhat, back belt, body harness, biological protective gear, ear muffs or plugs, respirator, and arc flash protection.
- Must wear and properly maintain uniforms.
- Required to be on stand-by call status, carrying pager, cell phone or two-way radio as assigned and respond to afterhours emergency calls.
- Required to be on stand-by call status for overtime, evenings, after hours, odd hours, shift work, weekends, and/or holidays as needed. Flexibility in scheduling may be required.

Physical Demands:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects
 - Regularly required to stand, walk, use hands to feel, reach with hands and arms, and talk or hear.
 - Frequently required to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, finger, grasp, feel, and/or use repetitive motions.
 - Ability to climb ladders and stairways and work on building rooftops of high elevation.
 - Ability to work in confined spaces such as ceiling, under floor crawlspaces, and manholes.
 - Repetitive motions that may include the wrists, hands, and/or fingers.
 - Reaching overhead, at or below shoulder level.
 - Operating machinery and/or power tools.
 - Required to have visual acuity to perform an activity such as: operating machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performing mechanical or skilled trades tasks of a non-repetitive nature such as ones by carpenters, technicians, service people, plumbers, painters, mechanics, etc.
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