

The University of Texas at San Antonio

Job Description

Job Title: Utilities Operations Superintendent
Code: 15125
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Operations/Facilities Services
Reports To: In accordance with specific departmental policies

Summary

- Function: Supervises the installation, operation and maintenance of utility equipment. Operates and maintains stationary engines and mechanical equipment such as steam engines, air compressors, generators, motor steam boilers to provide utilities such as light, heat, or power for buildings and industrial processes.
- Scope: Responsible for planning and inspecting and for planning and assigning Utility Station Operators Installation Mechanics.

Duties

- Typical:
 1. Plans, assigns and supervises work of Utility Station Operators in the operation of equipment that regulates the flow of heat, steam and air conditioning into buildings from a central distributor. Directs preventive maintenance activities. Supervises and participates in necessary repairs and instruments.
 2. Supervises utilities, operations, and energy management and control system (EMCS).
 3. Schedules preventative maintenance for all utility operation equipment and EMCS, water testing, and shift schedules for personnel.
 4. Interprets and assigns work order specifications to personnel.
 5. Purchases and inventories shop supplies, machinery, and equipment.
 6. Estimates labor and material cost; reports the estimate to superior and work order initiator.
 7. Interprets university policies to workers and enforces safety regulations by conducting safety meetings.
 8. Coordinates with other trades and department supervisors on work projects and estimates worker hour requirements for completion of job.
 9. Recommends measures to improve production methods, equipment

- performance, quality of product, and working conditions to increase
10. Analyzes and resolves work problems.
 11. Is responsible for the overall direction, coordination and evaluation of assigned employees. Responsibilities include interviewing, hiring, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints, and initiating or suggesting plans to motivate workers to achieve their goals.
 12. Maintains timecards and attendance reports.
 13. Complies with all State and University policies.
 14. Perform additional duties as assigned.

- Periodic:

1. Supervises inventory of materials and equipment and prepares reports.

Education

Required	Preferred
High School Diploma or GED.	Associate's degree or equivalent from two year college or technical school within area of assigned responsibility.

Other Requirements

Required	Preferred
Must possess a valid Texas driver's license and be insurable as defined in the UT System BP license.	Bilingual (English/Spanish) preferred and occasional travel may be required.
Must have knowledge of TMA, Apogee 600 Database software and Microsoft Office Dev.	
Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read variety of instructions furnished in written, oral, diagram or schedule form.	
Must be able to effectively communicate orally and in writing. Ability to speak effectively before groups of customers or employees of organization.	
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.	
Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic geometry.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Eight years experience in the operation and maintenance of steam generating, power generating refrigeration and/or data acquisition equipment to include a minimum of two years of supervisory experience.	N/A

Equipment

Required	Preferred
Tools associated with utilities operations to include, but not limited to: HVAC, electrical and mechanical diagnostic and measuring devices, building automation systems, and computers.	N/A

Working Conditions

Usual	Special
While performing the duties of this job, employee is frequently exposed to moving mechanical parts; high precarious places; fumes or risk of electrical shock.	The employee is occasionally exposed to wet and humid conditions; toxic or caustic chemicals; outside weather conditions of cold; extreme heat and vibration.
The noise level in the work environment is usually loud.	
Employee frequently required to stand, walk, use hands to feel, reach with hands and arms; crouch, stoop, kneel or crawl and talk or hear.	Occasional exposure to mechanical hazards.
Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception.	
Must frequently lift and move equipment.	Employee is occasionally required to sit.

Supervision

Received	Given
General direction from a superior who reviews work through observation of services rendered.	Direct supervision of assigned staff.

Accuracy

Proficiency in all duties performed.

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.