

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Operations Specialist  
Code: 15270  
Salary Grade: 56  
FLSA Status: Non-Exempt  
Department/Division: Job Available in different departments/divisions  
Reports To: In accordance with departmental policies

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## *Summary*

- Function: Organize, identify, coordinate and perform maintenance needs for the department.
- Scope: Responsible for the prompt handling, submission and coordination of maintenance requirements; maintain communications with internal and external areas.

## *Duties*

- Typical:
  1. Receive, review and validate work requests from contracted vendors.
  2. Submit departmental work requests for required maintenance and repair of equipment, facilities and infrastructure utilized within Campus Services to support the University.
  3. Responsible for work request follow up, maintenance requests and reports on a weekly basis as a customer service function between the department, contracted vendors and Facilities.
  4. Review monthly Facilities Progress Billing; send inquiries as needed and follow up with resolution as applicable.
  5. Review monthly Repair & Maintenance and recommend approval or denial of charges as submitted by contracted vendors.
  6. Monitor budgets for maintenance and allocated funds provided through contractual obligations.
  7. Engage in various record keeping, filing and sorting of maintenance records.
  8. Analyze data and prepare reports and recommendations for maintenance and/or replacement of equipment, facilities and infrastructure as needed.
  9. Responsible for technical and even support for the department.

### *Education*

<b>Required</b>	<b>Preferred</b>
Associate's Degree or 60 earned college credit hours from an accredited institution.	Bachelor's Degree from an accredited institution.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
A valid Texas Driver's License or ability to obtain one by first day of work.	N/A
Satisfactory Criminal Background Check (CBC) and Motor Vehicle Record Check (MVR).	
Must be able to lift, push or pull with or without accommodations.	

### *Experience*

<b>Required</b>	<b>Preferred</b>
Three years of experience in logistics activities or related field.	Five years of experience in a large institutional facility overseeing maintenance operations or logistics activities and a minimum of two years in a supervisory capacity.

### *Equipment*

<b>Required</b>	<b>Possible</b>
Must be knowledgeable in the use of general office equipment including the use of personal computers	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Position will operate in a conditioned office environment as well as outside and in multiple unconditioned spaces.	Exposure to variable Texas weather conditions.
	Work locations may include kitchens, parking lots, storage spaces and other operational areas as well as exposure to potentially hazardous material.
	Flexible schedule required and may include shift work, overtime, extended hours, odd days, weekends and holidays to support university requirements.

*Supervision*

<b>Received</b>	<b>Given</b>
General supervision from immediate supervisor.	May direct the activities of assigned staff or student workers.

*Accuracy*

Proficiency in all phases of the duties performed.
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*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.
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*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.
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