

# The University of Texas at San Antonio

## Job Description

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Job Title: Maintenance Leader  
Code: 15287  
Salary Grade: 60  
FLSA Status: Non-Exempt  
Department/Division: Facilities Services  
Reports To: Job available in different sections, reports to different departmental leaders

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## Summary

- Function: To provide supervision of a crew in the maintenance, repair, and service of buildings and utilities.
- Scope: Responsible for planning, scheduling and implementing assigned jobs for the effective care of buildings and utilities.

## Duties

- Typical:
  1. Plans, organizes, assigns, and supervises individuals or crews in a variety of maintenance tasks to include mechanical, painter, electrical, carpenter, welding, HVAC, and plumber trade skills.
  2. Develops and administers preventive maintenance programs; provides training and evaluates employees; and communicates with customers, employees, and university administration personnel; and schedules work assignments.
  3. Maintains records of labor and material costs and requisitions material
  4. Perform other duties as assigned.
- Periodic:
  1. Submit reports on status and costs of maintenance projects.
  2. Interviews potential employees.

## Education

Required	Preferred
High school graduation or GED.	Completion of recognized apprenticeship in named trades.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Valid Texas state driver's license and approved drivers rating from the UTSA police department.	Supervisory experience
Must be able to lift, pull, or push 50 pounds	
Thorough knowledge of safety procedures	Good communication skills
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of skilled/journeyman level experience in building and utilities maintenance.	One year in a supervisory capacity.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Knowledge of the use of equipment of the building and mechanical trades.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Conditions usually encountered by trade employees in areas of maintenance, construction, or remodeling.	Mechanical, electrical, or other craft hazards. Some exposure to bad weather. Emergency repair call-ins during non-normal working hours.

***Supervision***

<b>Received</b>	<b>Given</b>
Review of operational effectiveness, with some specific instructions on more technical/complex assignments.	Supervise skilled and semi-skilled subordinates.

***Accuracy***

Accuracy in the use of tools and equipment, thoroughness in the application of safety principles.
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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.