

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Facilities Operations Coordinator – Architectural & Engineering Planner  
Code: 15305  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Operations and Maintenance/Vice President Business Affairs  
Reports To: Campus Facilities Engineer

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## *Summary*

Provides architectural and engineering support to facilities maintenance projects, operational programs and associated software and databases. Responsible for the development and implementation of facilities processes and programs; oversight of software, data updates and data integrity; and provide support to projects.

## *Duties*

### Typical:

1. Coordinate facilities operations and maintenance (O&M) project oversight. Coordinate with superintendents and maintenance leaders on personnel assignments to monitor preventive maintenance (PM) projects. Maintain updated list of Facilities O&M personnel assignment by project.
2. Represent department in PM construction reviews. Maintain O&M design requirement document and provide updates as needed.
3. Reviews architectural and engineering design specification and drawings to ensure they meet the University's design standards, solicits technical input from Trade Specialist and ensure the designs are sustainable for operation and maintenance.
4. Represent department in project close-outs. Administer Facilities O&M project acceptance process. Accept O&M manuals, warranties, as-builts and distribute/file appropriately.
5. Provide facilities project recommendations using computer design and other project software tools. Develop minor project scopes with justification, return on investments and product selection recommendations.
6. Provide oversight, quality control and data updates for operational databases such as SharePoint, Boiler Inspection and Road Paving spreadsheets, Web TMA and Sightline databases.
7. Assist in the continued development of the Preventive Maintenance Program. This includes initiating new or modifying existing tasks codes, inputting new or replacement equipment, documenting new processes and other related activities.

8. Provide Facilities O&M business coordination. Interface with Facilities Business, Office and customers on Service Level Agreements (SLAs) as required. Support SLA documentation, update electronic documents and view WebTMA for information.
9. Assist with financials by estimating/determining funding requests in coordination with the Business Office and/or Facilities Management.
10. Support the Deferred Maintenance Program. Collect and document equipment and infrastructure for which maintenance has been deferred, become obsolete or has reached the end of its serviceable life. Assign cost estimates needed to fund deferred maintenance projects and make recommendations on scheduling priorities.
11. Develop and maintain Resource Library. Responsibilities include organization of maintenance and project documentation, and organization and filing of Submittal, O&M Manuals, and As-Builts. Develop and maintain online documentation processes.
12. Initiate and maintain contract documents. Administer Outsourced Contracted Service agreements. Maintain active list of maintenance services that have been contracted. Generate required documents to procure Outsourced Services.
13. Perform other duties as assigned.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor’s degree in Engineering or Architecture OR Engineering Technician Associates degree plus two additional years of relevant work experience.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Good organizational skills and ability to get along with people in a dynamic and diverse work environment.	N/A
Demonstrated ability to apply knowledge in everyday work situations while utilizing independent judgment.	
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
Six months of experience in the architectural, engineering, facilities or technology fields where scheduling, planning and/or estimating of operational or project work has been performed.	Three years of facilities, architecture or engineering operational experience.

Experience using CAD or similar architectural/engineering software design programs, either through coursework, or professional work experience.	
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***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computers, Microsoft Office Suite, and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office environment.	Occasional overtime may be required. Some exposure to weather and physical hazards.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from assigned supervisor.	Direct supervision of assigned staff and/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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