

The University of Texas at San Antonio

Job Description

Job Title: Housing, Maintenance Supervisor
Code: 15313
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Housing and Campus Services/Vice President Business Affairs
Reports To: Director, Campus Services Housing and Partner Management

Summary

Function:

Provide skilled leadership in support of all Housing and Campus Services Facilities operations. Supervise all Housing Facilities maintenance, program coordinator and building attendant staff and ensure proper and timely accomplishment of all corrective and preventive maintenance work assignments for all Housing and Campus Services properties. Organize the work plan for the building attendant and maintenance staff, provide technical guidance and leadership, coordinate corrective and preventive maintenance activity, assign work orders and control supply and tool inventories. Report daily activity and work issues to the Director, Campus Services Facilities and Partner Management.

Scope:

Responsible for the daily operations and maintenance of residential communities for student housing. Supervise maintenance personnel, building attendants and program coordinator in the performance of daily duties. Plan, schedule and assess the completion of the department's preventative and corrective maintenance program. Utilize the campus TMA system in the maintenance of an accurate supply inventory system, including the addition of new parts, managing stock levels, tracking reorder quantities and removing obsolete parts. Assist in the coordination and implementation of major housing events such as move-in, move-out, summer make-readies, facility renovations and new construction.

Duties

Typical:

1. Provide leadership and supervision for all preventive and corrective maintenance activity to ensure timely completion and accuracy in reporting work assignments. Corrective maintenance may also include maintenance projects.
2. Daily scheduling and assignment of all work activity and support for maintenance staff. Utilize TMA technology to manage daily work and ensure all work orders are managed and closed accurately within the system.
3. Maintain supply inventory accuracy, workable stock levels and re-order points.

4. Ensure response time to emergency, urgent or normal work requests is compliant with our commitment to students.
5. Track status of work accomplishments, analyze tracked data and make recommendations to reach higher levels of performance and productivity.
6. Effectively communicate with customers, vendors, contractors, staff and others regarding assigned maintenance activities, materials, specifications, scheduling, policies and procedures.
7. Direct and manage assigned staff. Participate in the recruitment, selection, orientation and training of new staff members. Perform staff evaluations as appropriate, making necessary personnel recommendations and proposing actions when necessary, in consultation with the Director, Campus Services Housing and Partner Management.
8. Coordinate on-call schedule and assignments and ensure on-call coverage.
9. Responsible for ensuring operations are effective and efficient; assets are safeguarded; reliable financial data is maintained; applicable laws, rules, regulations, codes, policies and procedures are adhered to; and all maintenance program objectives are met by regular inspections of completed work orders, ensuring satisfaction of completion.
10. Coordinate with EHSRM and Facilities on service level agreements and responsibilities and ensure compliance with Campus Services standards.
11. Oversee with mold remediation, bed bug response, inclement weather and any other required responses.
12. Direct and collaborate with Program Coordinator in regards to supportive student program.
13. Perform other duties as assigned.

Periodic:

1. Develop and recommend accurate cost estimates for work and equipment requests.
2. Actively participate in meetings and training opportunities as appropriate to the position.
3. Perform inspections to ensure facilities are maintained according to Campus Services standards, which include property grounds.

Education

Required	Preferred
High School Diploma or GED.	Associate of Arts Degree or technical education in related area.
	Apprentice, Journeyman, Master Licensure or trade certification in maintenance trades.

Other Requirements

Required	Preferred
Must be able to lift, push and pull 40 pounds weights with or without accommodations.	N/A

Must wear and properly maintain uniforms provided and carry a University issued cell phone after hours.	
Valid driver's license. Driver's license history check.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of work experience in a large institutional or residential facility in any facility trade profession.	N/A
Two years of experience directly related to preventive and corrective maintenance activities within a supervisory capacity is required.	
<i>A Master Plumber or Electrician license may substitute for three years of the required experience.</i>	

Equipment

Required	Preferred
Must be knowledgeable in the general use of office equipment, personal computers, and other electronic hand held devices.	N/A
Must have a wide knowledge of hand tools, power tools, and testing and repair equipment for multiple facility trade professions.	
Driving a state vehicle is required.	

Working Conditions

Usual	Special
Position will operate in air-condition office environment as well as outside in various weather conditions.	Exposure to mechanical and electrical hazards, and working in attics, crawl spaces, machine rooms and other operational areas which may require protective equipment.
After adequate training, will be part of the On-Call rotation.	Work schedule is currently Monday-Friday, 8:00 AM – 5:00 PM; however, flexible hours may be required to satisfy Housing Facilities needs and may include overtime, evenings, odd hours, shift work, weekends and/or holidays.

Supervision

Received	Given
Direct supervision from the Director, Campus Services Housing and Partner Management. Following a period of initial orientation, supervision will become limited to general guidelines and requirements necessary to achieve mission objectives.	Direct supervision of reporting maintenance staff. Actively and effectively communicate with all assigned maintenance personnel, program coordinator and building attendants, individually and as a group to ensure positive, two-way communication regarding assigned tasks.

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.