

The University of Texas at San Antonio

Job Description

Job Title: Operations Assistant I
Code: 15442
Salary Grade: 51
FLSA Status: Non-Exempt
Department/Division: University Center/Student Activities
Reports To: Building Supervisor

Summary

- Function: To assist University Center Building Supervisor and staff in completion of special projects within building and assist in preparation for daily operation of the University Center, including custodial maintenance of the building.
- Scope: Responsible for facility inspection, custodial maintenance and miscellaneous related services.

Duties

- Typical:
 1. Provides support to operations staff
 2. Performs custodial maintenance of buildings to include refinishing of floors; cleaning, sweeping, mopping, dusting, waxing/polishing, and scrubbing of tile work, floors, stairways, hallways, offices, and building lobbies; emptying waste receptacles; polishing of nickel and brass work; cleaning, dusting, and polishing furniture and equipment; cleans/maintains restrooms; washes windows; polishes drinking fountains; replaces light bulbs.
 3. Prepares ballroom and other areas for meetings, seminars, other student, faculty, and staff functions and special events. Assists in setting up/removing tables, chairs and audio-visual equipment for facility reservations.
 4. Inspects facility for maintenance needs and addresses needs in conjunction with supervisor.
 5. Provides outstanding customer service and guest assistance to users of the University Center and UTSA.
 6. Performs other duties as assigned.
- Periodic:
 1. Perform extensive detail cleaning during scheduled downtime.
 2. Special projects as determined by supervisor.

Education

Required	Preferred
High school graduation or GED, or completion of 6 th grade and two years additional work experience. Ability to read English.	N/A

Other Requirements

Required	Preferred
Knowledge of event preparation and building operations.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years experience in building operations including housekeeping.	Similar experience in a college union or entertainment-type setting.

Equipment

Required	Preferred
Use and maintenance of common janitorial equipment and routine tools.	N/A

Working Conditions

Usual	Special
Usual office building conditions. Duties require walking, standing, stooping, kneeling, stretching, lifting and climbing ladders.	Use of chemicals and industrial cleaning equipment.

Supervision

Received	Given
General with detailed instructions on special assignments.	Occasional supervision of part-time staff on related special projects.

Accuracy

Proficiency in all phases of work.

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.