

The University of Texas at San Antonio

Job Description

Job Title: Operations Assistant II
Code: 15443
Salary Grade: 52
FLSA Status: Non-Exempt
Department/Division: University Center/Student Activities
Reports To: Building Supervisor

Summary

- Function: To assist University Center staff in preparation for daily operation of building by providing custodial maintenance, semi-skilled repair tasks, and completion of special projects.
- Scope: Responsible for facility inspection, custodial maintenance, simple repairs, and other related services.

Duties

- Typical:
 1. Provides support to UC operations staff in preparation of facility's rooms for functions and events. Assists in setting up/removal of chairs, tables, and audio-visual equipment.
 2. Performs custodial maintenance of buildings to include refinishing of floors; cleaning, sweeping, mopping, dusting of furniture, emptying waste receptacles, polishing of metal surfaces, washes windows and replaces light bulbs.
 3. Inspects interior and exterior of facility for maintenance needs and addresses needs in conjunction with supervisor to assess if in-house repairs can be made or if it is necessary to contact Facility Services. Assist in semi-skilled repairs of variety of facility equipment.
 4. Coordinates initiation of work orders for university center, tracks progress of completion, and communicates department needs to Facilities Services.
 5. Performs other duties as assigned.
- Periodic:
 1. Perform extensive detail cleaning including stripping, waxing, and buffing of floors.
 2. Special projects as determined by supervisor.

Education

Required	Preferred
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Updated: 06/01/2014

High school graduation or GED. Ability to read English.	N/A
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Other Requirements

Required	Preferred
Knowledge of event preparation and building operations. Demonstrate excellent customer service skills through proper communication with co-workers, supervisors and clients. Knowledge of information that provides valuable service to our UC customers. Consistent support of UTSA and UC missions.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years experience in building operations, housekeeping, or facility maintenance.	Similar experience in a college union or entertainment-type setting.

Equipment

Required	Preferred
Use and maintenance of common janitorial equipment, cleaning materials and routine maintenance tools. Able to operate and trouble shoot all housekeeping equipment in a proficient manner, including auto scrubber, side-by-side and high speed buffer, and extractor.	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.	General supervision of part time staff and occasional supervision of Operations Assistant I.

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.