

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Operations Assistant III  
Code: 15444  
Salary Grade: 54  
FLSA Status: Non-Exempt  
Department/Division: University Center  
Reports To: Building Supervisor/Building Manager

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## *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. Performs duties of the Building Supervisor during his/her absence.
- Scope: Responsible for facility inspection, custodial maintenance, simple repairs, and other related services. Assist supervisors with training of Operations Assistants I & II on daily duties.

## *Duties*

- Typical:
  1. Serves as team lead for Operations Assistant housekeeping and/or maintenance responsibilities. Provides work guidance and direction to Operations Assistants. Provides training as needed. Provides input to supervisor on performance of level I and II employees.
  2. Performs duties of Operations Assistant II. Responsibilities of the level III employee may concentrate specifically on maintenance OR housekeeping, based on the needs of the University Center.
    - a. 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.
    - b. 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.
    - c. 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 the Office of Facilities. Assist in semi-skilled repairs of variety of facility equipment.
    - d. Coordinates initiation of work orders for university center, tracks

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| <p>progress of completion, and communicates department needs to the Office of Facilities.</p> <p>e. Distributes and maintains inventory of UC maintenance supplies and equipment.</p> <p>f. Assures energy conservation by ensuring all non-necessary lights are turned off (meeting rooms, offices, public areas, etc.).</p> <p>3. Performs other duties as assigned.</p> <p>• <u>Periodic:</u></p> <p>1. Perform extensive detail cleaning including stripping, waxing, and buffing of floors.</p> <p>2. Special cleaning or maintenance projects as determined by supervisor.</p> |
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***Education***

| <b>Required</b>  | <b>Preferred</b> |
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| High school graduation or GED. Ability to read English. Two additional years of relevant work experience can substitute for High School requirement. | N/A              |

***Other Requirements***

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

***Experience***

| <b>Required</b>  | <b>Preferred</b>  |
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| Five years experience in building operations, housekeeping, or facility maintenance. | Similar experience in a college union, conference facility or entertainment-type setting. |

***Equipment***

| <b>Required</b>   | <b>Preferred</b> |
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| 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 | N/A              |

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| extractor. |  |
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***Working Conditions***

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

***Supervision***

| <b>Received</b>  | <b>Given</b>  |
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| General with detailed instructions on special assignments. | General supervision of part time staff and occasional supervision of Operations Assistant I & II's. |

***Accuracy***

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| Proficiency in all phases of work. |
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***Security Sensitive***

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| 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***

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| 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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