

The University of Texas at San Antonio

Job Description

Job Title: Physical Plant Service Worker I
Code: 15452
Salary Grade: 51
FLSA Status: Non-Exempt
Department/Division: Facilities Services
Reports To: Supervisor, Support Services

Summary

- **Function:** To perform various manual tasks necessary to complete work order assignments for Physical Plant.
- **Scope:** Responsible for the completion of assigned work with supervision from crew leader.

Duties

- **Typical:**
 1. Works as a team member to load, unload, and move furniture and equipment at different locations including file cabinets, supplies, and mail among university buildings; sets up and tears down all necessary furniture for special functions.
 2. Drives trucks and operates power equipment on trucks and transports equipment to be salvaged.
 3. Performs custodial duties and basic painting and construction work.
 4. Performs other duties as assigned.
- **Periodic:**
 1. N/A

Education

Required	Preferred
Completion of sixth grade minimum. Ability to read and speak English.	High School Graduation or GED.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A
Must possess a valid Texas Driver's License or have the ability to obtain one by the first day of employment and receive/ maintain a driving rating of "good" as established by UT System.	

Experience

Required	Preferred
None	One year of experience moving furniture or related area.

Equipment

Required	Preferred
Tools and equipment used in the moving trade.	Motor vehicle equipment, ranging in size from forklifts to 2 ½ ton trucks.

Working Conditions

Usual	Special
Physically demanding work and heavy lifting.	Occasional overtime duty required on nights, weekends, and holidays in connection with athletic events and special programs.
Frequent exposure to outside weather conditions.	
Conditions vary according to type and place work is being performed.	

Supervision

Received	Given
General supervision after detailed instructions.	None

Accuracy

Accuracy in following oral and written instructions.
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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.

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.