

The University of Texas at San Antonio

Job Description

Job Title: Physical Plant Service Worker Leader
Code: 15455
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: Facilities Service
Reports To: Supervisor, Support Services

Summary

- Function: To provide leadership and training in completing manual tasks necessary to complete work order assignments.
- Scope: Assist with the planning, coordinating and directing the physical plant support services, including transportation, moving requests, custodial services, quality control oversight, communication systems, audio-visual service systems, air conditioning systems and/or related control systems

Duties

- Typical:
 - Assist with plans, assigns, inspects, instructs and supervises the work of assigned custodial, transportation, moving, communications, building and personnel to include assignment of job duties, performing inspections, and issuing disciplinary actions.
 - Provide assistance with planning and implementation of quality control functions to assure that proper methods are used and standards are met.
 - Leads a crew to load, unload and move furniture and equipment at different campus locations; sets up and tears down furniture for special events.
 - Supervises staff and schedules work assignments in the absence of the assigned supervisor.
 - Maintains time cards; and sick, scheduled projects, and vacation records.
 - Performs other duties as assigned.
- Periodic:
 1. Provide in-service training and orientation to new employees.
 2. Orders supplies; maintains and repairs equipment.

Education

| Required | Preferred |
|--------------------------------|------------------|
| High school graduation or GED. | N/A |

Other Requirements

| Required | Preferred |
|----------------------------------|------------------|
| Criminal background check (CBC). | N/A |

Experience

| Required | Preferred |
|---|---|
| Two years of experience in moving furniture or related field. | Three years of experience in moving furniture and one year of supervisory experience. |

Equipment

| Required | Possible |
|---|-----------------|
| Tools and equipment used in the moving trade. Motor vehicle equipment, ranging in size from forklifts to 2 ½ ton trucks. | N/A |

Working Conditions

| Usual | Special |
|--|--|
| Physically demanding work and heavy lifting. Frequent exposure to outside weather conditions. Conditions vary according to type and place work is being performed. | Occasional overtime duty required on nights, weekends and holidays |

Supervision

| Received | Given |
|---|---|
| General supervision of effectiveness and conformity with established standards. | Direct supervision of assigned personnel. |

Accuracy

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| Proficiency in all phases of the duties performed. |
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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.