

The University of Texas at San Antonio

Job Description

Job Title: Supervisor Physical Plant Support Services
Code: 16220
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Facilities
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide responsible supervisory work in the planning and coordination of Physical Plant support services.
- Scope: Responsible for 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:
 1. Plans, assigns, inspects, instructs and supervises the work of assigned custodial, transportation, moving, communications, audio-visual and/or building and grounds maintenance personnel to include assignment of job duties, performing inspections, and issuing disciplinary actions.
 2. Oversees planning and implementation of quality control functions to assure that proper methods are used and standards are met.
 3. Maintains time cards; and sick, scheduled projects, and vacation records.
 4. Provides in-service training and orientation to new employees.
 5. Orders supplies; maintains and repairs equipment.
 6. Attend and participate in planning meetings and assists in preparation of budget for area.
 7. Performs other duties as assigned.
- Periodic:
 1. Assists in cost estimation for modification and liaison with outside service contractors.

Education

Required	Preferred
High school graduation or GED.	At least two years of related college level or technical school training.

Other Requirements

Required	Preferred
Criminal background check.	N/A

Experience

Required	Preferred
Four years of responsible construction, maintenance or custodial experience, two years at the supervisory level.	Four years of similar supervisory experience.

Equipment

Required	Preferred
Skill in use and care of standard technical and custodial tools, equipment and supplies.	N/A

Working Conditions

Usual	Special
Usual office and classroom environments	May experience exposure to electrical and mechanical hazards.
	May experience high stress situations.

Supervision

Received	Given
Receives general instruction from designated supervisor.	General and specific to subordinate staff.

Accuracy

Extremely accurate in all phases of work.

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.
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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.