

The University of Texas at San Antonio

Job Description

Job Title: Building Attendant Lead
Code: 16222
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Facilities Services - Housekeeping
Reports To: In accordance with departmental policies

Summary

- Function: To provide supervision and training in the custodial maintenance and care of University.
- Scope: Responsible for custodial maintenance and supervision and training of custodial maintenance personnel.

Duties

- Typical:
 1. Schedules work assignments. Issues keys at beginning or work assignments and secures keys at end of assignments.
 2. Communicates clearly and give precise instructions on assignments.
 3. Inspects assigned areas. Advises superiors of the need for building repairs and/or maintenance activities.
 4. Reviews and evaluates work of assigned subordinates. Documents employee performance. Administers counseling and discipline.
 5. Maintains time records. Trains employees in custodial maintenance.
 6. Issues and controls use of supplies and equipment for custodial work.
 7. Ensures all trash and recyclable paper is removed from areas and all burned out light bulbs are replaced in assigned buildings.
 8. Performs other duties as assigned.
- Periodic:
 1. Admits entry to locked offices and laboratories to authorized personnel.

Education

Required	Preferred
High school diploma or GED. Ability to read and write English.	Additional training in fundamentals of housekeeping.

Other Requirements

Required	Preferred
Oral and written communications skills.	N/A
Criminal Background Check. (CBC)	

Experience

Required	Preferred
Three years of applicable experience in janitorial or custodial work.	Similar experience with supervisory duties in a college or university setting.

Equipment

Required	Preferred
Knowledge of janitorial equipment and its care and maintenance requirements.	N/A
Ability to use industrial cleaning equipment.	

Working Conditions

Usual	Special
Usual office building conditions. Duties require walking, standing, stooping, kneeling, stretching and climbing ladders.	Research laboratories may pose hazardous conditions.

Supervision

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

Accuracy

Proficiency in all phases of the duties performed.
--

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.
