

The University of Texas at San Antonio

Job Description

Job Title: Building Attendant III
Code: 16224
Salary Grade: 53
FLSA Status: Non-Exempt
Department/Division: Facilities Services or Campus Recreation
Reports To: In accordance with departmental policies

Summary

- Function: To provide supervision and training and participate in the custodial maintenance and care of University. Maintains an orderly, clean and aesthetically pleasing environment within our campus buildings for our students, faculty, customers, and staff. Performs the duties of the Building Attendant Supervisor during his/her absence.
- Scope: Responsible for custodial maintenance. Assists supervisors with the training of Building Attendant I and II employees on daily duties such as the safe and proper way of using all equipment.

Duties

- Typical:
 1. Performs custodial maintenance of buildings to include refinishing of floors; cleaning, sweeping, mopping, dusting, waxing/polishing, and scrubbing of tile work, floors, stairways, hallways, restrooms, offices, laboratories, locker rooms, and building lobbies; emptying waste receptacles; polishing of nickel and brass work; cleaning, dusting, and polishing furniture and equipment; and cleans/maintains restrooms.
 2. Washes windows and moves furniture; removes and empties paper recycling bins; washes and polishes drinking fountains.
 3. Assists in moving office furniture; and prepares auditoriums and other areas for meetings and special events.
 4. Distributes and maintains inventory of facility maintenance supplies and equipment.
 5. Ensure the entrance areas of the building remains clean and neat.
 6. Report safety hazard/out of order items.
 7. Assures energy conservation by ensuring all non-necessary lights

<p>are turned off (classrooms, offices, etc.).</p> <ol style="list-style-type: none"> 8. Operates state motor vehicles as required to perform above duties. 9. Ability to complete daily logs accurately and efficiently. Ability to perform heavy physical labor as required. 10. May temporarily perform other duties assigned to maintain operations and services. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. In the absence of the supervisor, shall provide supervision to employees in that zone, may receive written instruction or needs to fill out forms; and assists in issuing and securing keys. 2. Tests and evaluates new cleaning products. 3. Assists supervisors with yearly inventory of all custodial equipment and supplies as required by university policy. 4. Participates in the preparation of auditoriums and other areas for meetings, seminars, and other student, faculty, and staff functions. 5. May be required to work weekends and holidays. Will be required to have a flexible work schedule, to include but not limited to, working evenings, weekends, and holidays. Overtime may be required.
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Education

Required	Preferred
Completion of the eighth grade. Ability to read, write, and speak English.	Housekeeping Certification.
Department will allow a High School Diploma/GED to substitute for two years of experience.	

Other Requirements

Required	Preferred
Have or obtain within six months a valid Texas Driver’s License and receive a driving rating of “good” as established by the UT System. Criminal Background Check. (CBC)	N/A.

Experience

Required	Preferred
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Three years of experience as a building attendant or its equivalent within a college or a university environment.	Five or more years experience as a building attendant or its equivalent at a college or university environment, and have a satisfactory performance rating.
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Equipment

Required	Preferred
Knowledge of cleaning equipment and cleaning materials including the safe use of supplies and equipment.	N/A
Ability to safely use industrial cleaning equipment.	

Working Conditions

Usual	Special
Usual office building conditions.	Research laboratories may pose hazardous conditions. May work around chemicals. Use of manual dexterity.

Supervision

Received	Given
General with detailed instructions on special assignments.	Occasionally trains and oversees the work of assigned custodial personnel.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to feel and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and move up to 50 pounds with or without accommodations.

Accuracy

Proficiency in all phases of work.

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. Must comply with all University policies.