

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Building Attendant II  
Code: 16225  
Salary Grade: 51  
FLSA Status: Non-Exempt  
Department/Division: Facilities Services or Campus Recreation  
Reports To: In accordance with departmental policies

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## *Summary*

- Function: To perform work involving the custodial maintenance of the building. To assist the supervisor in operating and maintaining, and repairing the physical structures within designated areas and keeps internal areas and exterior entry areas of buildings in clean and orderly conditions. Maintains an orderly, clean and aesthetically pleasing environment within our campus buildings for our students, faculty, customers, and staff.
  
- Scope: Responsible for custodial maintenance and miscellaneous related services.

## *Duties*

- Typical:
  1. Performs custodial maintenance of buildings to include refinishing of floors; cleaning, sweeping, mopping, dusting, shampoo carpets, waxing/polishing, and scrubbing of tile, 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. Distributes and maintains inventory of facility maintenance supplies and equipment.
  4. Assists in moving office furniture; and prepares auditoriums and other areas for meetings and special events.
  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 are turned off (classrooms, offices, etc.).
8. Ensures proper care for, and use of specialized facility/department equipment including maintenance of indoor game courts and/or practice courts.
9. Performs other duties as assigned.

• Periodic:

1. In the absence of the supervisor and/or Building Attendant III, assists in issuing and securing keys.
2. Participate in the preparation of auditoriums and other areas for meetings, seminars, and other student, faculty, and staff functions.
3. Notifies supervisor concerning need for major or minor repairs or additions to lighting, heating, and ventilating equipment.
4. 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.
5. Operates state motor vehicles as required to perform above duties.

***Education***

<b>Required</b>	<b>Preferred</b>
Completion of the sixth grade minimum.	High school graduation or GED. Ability to read, write, and speak English.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	Have a valid Texas Driver's License and receive a driving rating of "good" as established by the UT System.

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of experience as a building attendant or its equivalent at an educational institution. Experience and ability to follow basic work instructions.	Three or more years experience as a building attendant or its equivalent at an educational institution, and have a satisfactory performance rating.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Knowledge of janitorial equipment and its care and maintenance requirements. Able to operate all housekeeping equipment in a proficient manner.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office building conditions.	Research laboratories may pose hazardous conditions. May work around chemical fumes. May work around chemicals. Use of manual dexterity.

***Supervision***

<b>Received</b>	<b>Given</b>
General with detailed instructions on special assignments.	Depending upon experience/seniority, occasionally oversees 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

