

The University of Texas at San Antonio

Job Description

Job Title: Preventive Maintenance Zone Manager
Code: 15008
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Office of Facilities, Operations and Maintenance Department
Reports To: Plant Engineer

Summary

- Function: Provide skilled leadership to all trade-specific preventive maintenance work requirements in a multi-trade Preventive Maintenance Zone. Develop, implement, and modify preventive maintenance activities through a Computer Maintenance Management System (CMMS) for all Facilities Operation and Maintenance services at the University.

- Scope: Directly responsible for planning, organizing, coordinating, directing and controlling all preventive maintenance and some corrective maintenance work for the Main Campus. Responsible for the development, implementation and revisions of a fully comprehensive maintenance work plan and schedule. Provide technical expertise in the application of the CMMS system that manages the preventive maintenance system. Supervise, direct and provide technical guidance and leadership to assigned staff. Effectively communicate and coordinate all preventive maintenance activities with internal staff and University customers. Perform data analysis, prepare reports and make recommendations for preventive maintenance application to Facilities management and University customers. Perform other duties as assigned.

Duties

- Typical:
 1. Provide leadership and supervision to reporting multi-trade preventive maintenance technicians for the effective and efficient completion of preventive maintenance work on University facilities and equipment.
 2. Incorporate all preventive maintenance work requests into a comprehensive work plan for timely scheduling and completion.
 3. Provide technical expertise in the application of the preventive maintenance module of the CMMS and mobile devices used in preventive

maintenance work management.

4. Participate in the budget development of reimbursable University departments as it pertains to the preventive maintenance services charged to their accounts as part of the Service Level Agreement process.
5. Ensure quality and timely responsiveness of assigned maintenance activities, including after-hours response to emergency calls as required.
6. Participate in annual budget preparation in support of assigned duties and responsibilities by analyzing and submitting tool and equipment requirements and may approve individual maintenance transactions up to \$500.00 per transaction.
7. Track the status of work accomplishments, analyze data, prepare reports and make recommendations to reach increasing higher levels of performance and productivity in assigned areas.
8. Effectively communicate with customers, vendors, staff and others regarding preventive maintenance activities, materials, specifications, scheduling, policies, and procedures.
9. Direct and manage assigned staff and participate in recruitment of new or existing staff; conduct performance evaluations, approve employee time reporting; recommend appropriate personnel actions.
10. Ensure that operations are effective and efficient, assets are safeguarded, reliable data is maintained, and applicable laws, rules, regulations, codes, policies, and procedures are complied with.
11. Ensure that all maintenance program objectives are met within to scope of assigned duties.
12. Assist and work collaboratively with other maintenance supervisors in the areas of responsibility.
13. Perform additional duties as assigned.

• Periodic:

1. Actively participate in meetings and training opportunities appropriate to the position.
2. Perform personnel management task to include but not limited to performance plans and reviews, time reporting, work quality assessments, and personnel development.
3. Participate in new construction design development and construction inspections to ensure University projects are sustainable and new or modified equipment is properly annotated in the CMMS.
4. Perform other duties as assigned.

Education

Required	Preferred
High School Diploma or GED	Associate of Arts Degree and/or higher educational levels in any technical area, business administration, human resources, or

	other areas directly related to job duties. Apprentice, Journeyman or Master License or trade certification in any or multiple facility maintenance trades. Vocational/technical training in relevant technical areas acquired from educational or military institutions.
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Other Requirements

Required	Preferred
Selected applicant must be able to lift, push and pull 50 pounds weights with or without accommodations. Must wear and properly maintain uniforms provided and respond to after-hours emergency calls via radio and /or cell phone. A valid Driver's License is required as is a satisfactory Criminal Background Check (CBC) and Motor Vehicle Record Check (MVR). Driving of a state vehicle is required. Read, interpret, and extrapolate information from construction print and specification manuals. Approval by the Hiring Manager is required.	Have a solid understanding and able to utilize software to produce word processing documents, spreadsheets, and presentations.

Experience

Required	Preferred
Five years of verifiable working experience in corporate, military or institutional facilities in a maintenance environment in any facility trade profession. Work experience to include a minimum of two years of directly related experience in preventive maintenance activities and a minimum of one year in a supervisory capacity.	10 years of verifiable working experience in corporate, military or institutional facilities in a maintenance environment in any facility trade profession. Work experience to include a five years of directly related experience in preventive maintenance activities and three years in a supervisory capacity.

Equipment

Required	Preferred
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Must be knowledgeable of the use of general office equipment including the use of personal computers. Must be knowledgeable of a wide array of hand tools, power tools, and test equipment for multiple facility trade professions. Able to drive vehicles with automatic and standard shifts, operate scaffolding, electric or hydraulic man-lifts and related equipment.	Knowledgeable in the application of CMMS for maintenance management. Utilization of mobile computer devices for managing the distribution and recording the completion of work assignments.
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Working Conditions

Usual	Special
Position will operate in a conditioned office environment as well as outside and in multiple unconditioned spaces in multiple facilities.	Exposure to variable Texas weather conditions and/or physical hazards such as working in elevated and confined spaces. Work may include attics, sub-floors, machine rooms, and other operational areas as well as exposure to bio-hazards in certain laboratories for which personal protective equipment will be required. Exposure to mechanical, electrical or other hazards typically found in physical plants and/or construction work environments will be encountered daily.

Supervision

Received	Given
Direct supervision from the Plant Engineer. Following a period of initial orientation, supervision will become limited to general guidelines and requirements necessary to achieve mission objectives.	Direct supervision of multi-trade preventive maintenance technicians. Actively and effectively communicate with all assigned maintenance personnel, both individually and as a group to ensure positive two-way communication regarding assigned tasks. Actively and effectively communicate with University faculty and staff to coordinate and explain maintenance requirements that affect their area either directly or indirectly.

Accuracy

Proficiency in all 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.