

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Supervisor, ITC Physical Plant  
Code: 15011  
Salary Grade: 58  
FLSA Status: Exempt  
Department/Division: ITC/Facilities Services  
Reports To: Manager, ITC Facilities Services

---

## *Summary*

- Function: To provide responsible supervisory work in the planning and coordination of the ITC Physical Plant support services. Provide administrative support with planning and development of general operations.
- Scope: Responsible for the supervision and coordination of all staff and trades/crafts personnel activities in their respective areas.

## *Duties*

- Typical:
  1. Assist Administrator with planning and development of general operations, existing and/or projected maintenance projects, contracts, and annual budgets.
  2. Prepares and compiles data related to project cost estimates to include project status reports.
  3. Inspects and/or makes recommendations for future maintenance, construction, and large scale event projects.
  4. Confers with numerous departments and clients regarding remodeling projects and service needs.
  5. Responsible for scheduling and supervision of events, coordinating technical, physical and other required support needs.
  6. Provides training and development to assigned staff.
  7. Supports special events and functions that occur at the Institute of Texan Cultures.
  8. Performs other duties as assigned.
- Periodic:
  1. Assumes operational responsibility for the unit during absence of assigned Manager/Administrator

### *Education*

| <b>Required</b>                | <b>Preferred</b>  |
|--------------------------------|---|
| High school graduation or GED. | Two years of college or two years of technical school training. |

### *Other Requirements*

| <b>Required</b>  | <b>Preferred</b> |
|--|------------------|
| Valid Texas Driver's License and clean driving record. | N/A              |
| Criminal Background Check (CBC)                        |                  |

### *Experience*

| <b>Required</b>   | <b>Preferred</b>  |
|---|---|
| Five years of experience with demonstrated knowledge of all craft areas, and previous supervisory experience.                                   | Experience in planning and preparing specifications and cost estimates for future maintenance and operation projects. |
| Knowledge of the principles, methods and practices involved in the design, construction, operation, and maintenance of buildings and utilities. |   |

### *Equipment*

| <b>Required</b>   | <b>Possible</b> |
|---|-----------------|
| Standard office equipment and standard technical tools. | N/A             |

### *Working Conditions*

| <b>Usual</b>  | <b>Special</b>  |
|---|---|
| Some exposure to electrical and mechanical hazards. | Occasional weekend or holiday work on a rotational basis. |

### *Supervision*

| <b>Received</b>                                   | <b>Given</b>  |
|---|---|
| Direct supervision by the assigned administrator. | Direct supervision of grounds, and custodial staff. |

### *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.