

The University of Texas at San Antonio

Job Description

Job Title: Superintendent of Construction and Maintenance
Code: 15012
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Facilities Services
Reports To: In accordance with specific departmental policies

Summary

- Function: To plan, coordinate, and direct the maintenance, repair, alteration, and renovation of all buildings.
- Scope: Responsible for supervising the construction, remodeling and maintenance of physical facilities to ensure timely completion of requested projects. To provide support and represent the department as needed.

Duties

- Typical:
 1. Manages the trades/maintenance services including carpentry, electrical, plumbing, masonry, paint, locks, safety, grounds, air conditioning, auto shop, and custodial to include issuing work orders and work schedules. ITC superintendent also manages safety, ground, auto shop and custodial services.
 2. Supervises and coordinates the repair and alteration of existing structures; plans and prepares maintenance schedules; advises on probable costs and feasibility of proposed projects; coordinates all support for special functions and events; and conducts inspections of facility walls, electrical, HVAC systems and related areas. ITC superintendent also coordinates all support for special functions.
 3. Assist administrators in the planning and development of operations and maintenance for proposed projects; and inspects and makes recommendations concerning construction work under contract.
 4. Controls and oversees all safety related functions to include performing safety training; and attends and provides professional development training. ITC superintendent controls and oversees all safety related functions to include performing safety related training.
 5. Perform other duties as assigned.

• Periodic:

1. Assists in preparing long range estimates on remodeling and maintenance needs.
2. Confer with faculty and staff regarding remodeling.
3. Assist in preparing departmental budget.
4. Interviews and recommends new employees and authorizes and approves requisitions, payrolls and estimates.
5. Responsible for the functions of the Physical Plant Department in the absence of the department head.

Education

Required	Preferred
High school graduation or GED.	Two years of technical training.

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A

Experience

Required	Preferred
Ten years of experience in the construction, maintenance, repair, alteration, and renovation of buildings, including one year in a supervisory capacity.	At least three years supervisory experience as a foreman or general foreman.

Equipment

Required	Preferred
Knowledge of the use of building controls computer, building network computer, fire alarm control system, all equipment related to electrical construction and maintenance, forklift, ladders, drills, saws, respirators, and electrical metering equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Occasional exposure to dust, dirt, noise, etc

Supervision

Received	Given
General supervision from the head of unit.	Supervision to all employees within the unit.

Accuracy

Accurate in estimating, planning and executing plans for the repair and maintenance of buildings.

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.

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.