

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Facilities Contract Administrator  
Code: 15019  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Facilities Administration  
Reports To: Facilities Operation & Maintenance

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## *Summary*

- **Function:** Provides advanced skills and knowledge to coordinate and manage the daily short and long term Contract Administration activities pertaining to the Housekeeping and Grounds Service Contract.
- **Scope:** Responsible for Quality Assurance of operations, customer complaint response, contract level of services, changes to the contract, approval of pay requests, and coordination with all UTSA entities in the performance of the grounds and housekeeping services.

## *Duties*

- **Typical:**
  1. Provides professional and technical skills for overseeing all contract services.
  2. Prepare contract change notices, monitor contractor performance, including the reporting and status of contractor and owner deliverables
  3. Oversees the quality control for both internal and contracted housekeeping and grounds services to include compliance with published standards, safety and environmental requirements.
  4. Participates in the development, planning, and implementation of contract specifications.
  5. Recommends and schedules meetings as warranted, to include quality performance, contract revisions, billing, compliance, and safety.
  6. Serves as the direct liaison between Facilities O&M managers, Landscape Architect, internal Grounds/Housekeeping Supervisors, Customer Service Representatives, other UTSA Departments, and outside contractors.
  7. Directly confers with Facilities O&M management, Facilities Business Services management, Engineering Project Management, internal Grounds/Housekeeping supervisors, other UTSA Departments, and contractors to facilitate resolutions in disputes, schedule compliance, and budget allocations.
  8. Gathers, interprets and evaluates field data / reports and recommends, if

<p>required, revisions to both internal and contracted services and projects.</p> <ol style="list-style-type: none"> <li>9. Reviews project estimates, and provides recommendations to either proceed or modify job specifications in order to comply within budget constraints.</li> <li>10. Prepare contract briefs and revisions summarizing contractual requirements and budgets.</li> <li>11. Maintain detailed and organized files including an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules</li> <li>12. Performs additional duties as assigned.</li> </ol> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Directly oversees projects in grounds, housekeeping and events.</li> <li>2. Prepares periodic reports as required.</li> </ol> </li> </ul>
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***Education***

<b>Required</b>	<b>Preferred</b>
HS Diploma or GED	Additional formal training and/or course work in contract management, quality control/assurance, housekeeping operations, horticulture, landscape irrigation, landscape pest control, and other related fields

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Valid Texas Driver’s License, Criminal Background Check (CBC), Irrigation License, Landscape Pest Control License	Executive Housekeeping Certification, Structural Pest Control License, Licensed Backflow Prevention Assembling Tester, Certified Arborist

***Experience***

<b>Required</b>	<b>Preferred</b>
Ten years experience in either housekeeping or grounds operations and working with contracts that involve housekeeping, landscape maintenance, irrigation maintenance, and landscape pest control. Experience should include two years experience working on large commercial properties and five or more years in a supervisory capacity.	Fifteen or more years of experience in either housekeeping or grounds operations and working with contracts that involve housekeeping, landscape maintenance, irrigation maintenance, and landscape pest control. Experience should include four years working on large commercial properties and five or more years in a supervisory capacity.

***Equipment***

<b>Required</b>	<b>Possible</b>

Personal computers, Microsoft Office, and standard office equipment. Occasionally drive a golf cart and a university vehicle	Knowledge of the operations, maintenance and minor repair of typical landscaping and housekeeping equipment, such as buffers strippers, tractors, cultivators, skid loaders, rock saws, string trimmers, chainsaws, and backhoe.
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***Working Conditions***

<b>Usual</b>	<b>Special</b>
Extended periods of time standing and walking. Working outdoors with exposure to seasonal weather conditions. Exposure to hazardous mechanical equipment and chemicals.	Potential Contact with poison ivy and stinging insects, such as ants, bees, and wasps and with various small animals such as skunks, raccoons, possums, etc. Occasionally requires working at elevated heights. Periodically required to work weekends, holidays, and other non-standard hours.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from supervisor. Determines own work sequence within the limit of established policies and responsibilities.	Detailed instructions and supervision of subordinates.

***Accuracy***

Proficiency in all phases of the duties performed.
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***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.
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***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.
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