

The University of Texas at San Antonio

Job Description

Job Title: Auxiliary Services Zone Maintenance Manager
Code: 15127
Salary Grade: 61
FLSA: Exempt
Department/Division: Office of Facilities-Operations and Maintenance
Reports To: Director Facilities Operations and Maintenance

Summary

- **Function:** Position will provide skilled leadership to all trade-specific corrective maintenance work requirements in a multi-trade team. Ensure the proper and timely accomplishment of all corrective and some preventive maintenance work requirements at all main campus Auxiliary Services facilities and coordinate all facilities related work performed by other work groups within these facilities.
- **Scope:** Directly responsible for planning, organizing, coordinating, directing and controlling all corrective and some preventive maintenance work plus some maintenance projects for the Main Campus Auxiliary Services Facilities. Responsible for the development and implementation of a fully comprehensive annual maintenance work plan and schedule. Supervise, direct and provide technical guidance and leadership to assigned staff. Effectively communicate and coordinate all corrective maintenance activities, analyze data, prepare reports and make recommendations for improving the corrective maintenance section functions and productivity. Perform other duties as assigned.

Duties

- **Typical:**
 1. Provide leadership and supervision to reporting multi-trade corrective maintenance technicians for the effective and efficient completion of all corrective and some preventive maintenance work requirements on university main campus Auxiliary Services facilities and equipment. Corrective maintenance may also include maintenance projects.
 2. Incorporate all assigned corrective and preventive maintenance work requests into a comprehensive annual work plan for timely scheduling and completion and may assist other supervisors in the accomplishment of other maintenance activities.
 3. Ensure quality and timely responsiveness of assigned maintenance activities, including after-hours response to emergency calls as may be

- required.
4. Participate in annual budget preparations in support of assigned duties and responsibilities by analyzing and submitting tool and equipment requirements and may approve individual corrective maintenance transactions up to \$500.00 per transaction.
 5. Track status of work accomplishments, analyze data and prepare reports and recommendations to reach increasingly higher levels of performance and productivity in assigned areas.
 6. Effectively communicate with customers, vendors, contractors, staff and others regarding assigned maintenance activities, materials, specifications, scheduling, policies, and procedures.
 7. Direct and manage assigned staff and participate in recruitment of new or replacement staff, selection of personnel, conduct performance evaluations of existing staff and recommend appropriate personnel actions.
 8. Responsible for ensuring operations and effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, rules, regulations, codes, policies and procedures are adhered to, and all maintenance program objectives are met within the scope of position duties.

• Periodic:

1. Develop and recommend accurate cost estimates for work and equipment requests.
2. Actively participate in meetings and training opportunities as appropriate to the position.
3. Perform other duties as assigned.

Education

Required	Preferred
High School Diploma or GED.	Associate of Arts Degree or higher education levels in any technical area or business administration, management, human resources or other area directly related to job duties. Apprentice, Journeyman or Master Licensure or trade certification in any or multiple facility maintenance trades.

Other Requirements

Required	Preferred
Selected applicant must be able to lift, push and pull 40 pound 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 Texas Driver's License is	N/A

required as is a satisfactory Criminal Background Check (CBC) and Motor Vehicle Record Check (MVR). Driving of a state vehicle is required. Approval by the Hiring Manager is required.	
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Experience

Required	Preferred
Five years of verifiable working experience in a large institutional facility and maintenance environment in corrective maintenance activities and a minimum of one year in a supervisory capacity is required as part of, or in addition to, the five year general experience required.	N/A

Equipment

Required	Preferred
Must be knowledgeable in the use of general office equipment including the use of personal computers and must be knowledgeable of a wide array of hand tools, power tools and testing and repair equipment for multiple facility trade professions.	N/A

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. Position is subject to changes in work days and hours as may be necessary to support changing university requirements. Flexible hours are required and may include shift work, overtime, extended hours, odd days, weekends and holidays.

Supervision

Received	Given
Direct supervision from the Operations and Maintenance Assistant Director. Following a period of initial orientation, supervision will become limited to general guidelines and requirements necessary to achieve mission objectives.	Direct supervision of reporting multi-trade corrective 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.

Accuracy

Proficiency in all duties is required.

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.