

The University of Texas at San Antonio

Job Description

Job Title: Grounds Quality Assurance Coordinator
Code: 15216
Salary Grade: 58
FLSA Status: Non-Exempt
Department/Division: Facilities Services/VP for Business Affairs
Reports To: Quality Assurance Manager

Summary

- Function: Responsible for conducting planned and scheduled evaluations and inspections of Tri-Campus Grounds, Projects and Special events to ensure given quality levels are met. Develop quality assurance plans for areas.
- Scope: Plans, develops, prioritizes, schedules and prepares quality evaluation reports for facilities management. Provides recommendations on improving service.

Duties

- Typical:
 1. Conduct quality assurance inspections and prepares activity status reports.
 2. Assures quality, safe, timely and efficient operations of the Facilities and contracted staff to include special events.
 3. Communicate with administrators and staff as needed to ensure compliance and customer satisfaction.
 4. Inspects all areas of the university for proper utilization of time, materials and equipment.
 5. Evaluates and provides solutions to Quality Assurance Manager concerning areas that need special attention.
 6. Conduct quality inspections and follow up with customers on special events
 7. Conduct quality inspections on water quality basins and vegetative filter strips to assure compliance as require as required by the Texas Administrative Code.
 8. Conduct quality inspections and necessary reports on yearly irrigation water audits for UTSA and Contractor(s).
 9. Actively participates in project design reviews and construction inspections for landscape, irrigation, water quality basins, vegetative strips and other areas as assigned.
 10. Performs additional duties as assigned.
- Periodic:

1. Assist with quality assurance of housekeeping services.
2. Assists in interviewing new employees.
3. Attends meetings and trainings as needed.

Education

Required	Preferred
High School Diploma or GED	Associate's Degree in Quality Control (QA) Additional formal training and / or course work in horticulture, landscape irrigation, and pest control, events management, and housekeeping.

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	Irrigator License
Non-Commercial Pest Control License	Texas Agricultural Landscape Irrigation Auditing and Management Certificate
	Horticulture License / Certificate

Experience

Required	Preferred
Four years of experience working in a quality assurance environment, program or customer service administration/coordination.	Six years of experience working in a quality assurance environment
Four years of leadership experience consistent with that which would normally be obtained through supervision of employees	Seven years of supervisory experience in a leadership role in a University environment.
Excellent communication, decision making and organizational skills to influence and cultivate a philosophy of excellent customer service.	Experience working with a Computerized Maintenance Management System (CMMS)

Equipment

Required	Preferred
Knowledge of personal computers, with a solid working knowledge of Microsoft Office	N/A
Golf cart and university vehicle usage.	

Working Conditions

Usual	Special
Occasionally will require use of protective clothing, gloves, respirators, and other personal protective equipment.	Potential contact with poison ivy and stinging insects, such as ants, bees, and wasps and with various animals such as skunks, raccoons, possums, etc. Will be required to work weekends, holidays, and other non-standard hours.
Possible exposure to hazardous mechanical equipment and chemicals.	
Extended periods of time standing and walking, bending, sitting, stooping and kneeling while working.	

Supervision

Received	Given
General instructions from supervisor. Determines own work sequence within limits of established policies.	Supervise assigned staff and attend in place of manager while absent

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.
