

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Facilities Operations Coordinator – A&E Planner  
Code: 15305  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Facilities Operations and Maintenance/Business Affairs  
Reports To: Plant Engineer

---

## *Summary*

- Function: Provides Architectural and Engineering support to facilities maintenance project and operational programs, and associated software and databases
- Scope: Responsible for the development and implementation of facilities processes and programs, oversight of software, data updates and data integrity, and various project support duties.

## *Duties*

- Typical:
  1. Coordinate Facilities O&M Project Oversight. Coordinate with Zone Supervisors on personnel assignments to monitor EPM Projects. Maintains updated list of Facilities O&M personnel assignment by project.
  2. Represent department in EPM construction reviews. Maintain O&M Design Requirement Document and provide updates as needed.
  3. Reviews architectural and engineering design specification and drawings to ensure they meet the University's design standards, solicits technical input from Trade Specialist and ensures the designs are sustainable for operation and maintenance.
  4. Represent department in project close-outs. Administer Facilities O&M Project Acceptance Process. Accept O&M Manuals, Warrantees, As Builts and distribute / file appropriately.
  5. Provides minor project designs using CAD with other project software tools, performs product selection and coordinates installation.
  6. Provide oversight, quality control, and data updates for operational data bases such as Road Paving software, Roof Assessment tool, TMA and Utilities database.
  7. Assists in the continued development of the Preventive Maintenance Program. This includes initiating new or modifying existing Tasks Codes,

inputting new or replacement equipment, documenting new processes, and other related activities.

8. Provides Facilities O&M Business Coordination. Interface with Facilities Business, Office and Customers on SLA as required. Supports SLA documentation, Update electronic documents, View TMA for information.
9. Assist with Financials. Assist in determining spend that may be requested from the Business Office or Facilities Management.
10. Develop and manage Interior Finishes Maintenance Program. Responsibilities include conducting paint and carpet repair / replacement evaluations and meeting with faculty and staff on paint and carpet refresh requests. Maintain program documentation. Develop standard paint and carpet palettes.
11. Develop and maintain Resource Library. Responsibilities include organization of maintenance and project documentation, and organization and filing of Submittal, O&M Manuals, and As-Builts. Develop and maintain online documentation processes.
12. Initiate and maintain contract documents. Administer Outsourced Contracted Service agreements. Maintain active list of maintenance services that have been contracted. Generates required documents to procure Outsourced Services.
13. Other duties as assigned.

• Periodic:

1. N/A

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree in Engineering or Architecture OR Engineering Technician Associates degree plus two additional years of relevant work experience.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Good organizational skills and ability to get along with people in a dynamic and diverse work environment.	N/A
Demonstrated ability to apply knowledge in everyday work situations while utilizing independent judgment.	
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
-----------------	------------------

6 months experience in the architectural, engineering, facilities or technology fields where scheduling, planning and/or estimating of operational or project work is performed.	Three years of Facilities, Architecture, or Engineering operational experience.
Experience using CAD or similar architectural/engineering software design programs, either through coursework, or professional work experience	

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computers, Microsoft Office Suite, and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office environment.	Occasional overtime may be required. Some exposure to weather and physical hazards.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from Supervisor	General supervision of support 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.
---