

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Housing, Maintenance Supervisor  
Code: 15313  
Salary Grade: 61  
FLSA Status: Non-Exempt  
Department/Division: Housing and Residence Life/VP Student Affairs  
Reports To: Associate Director of Housing Facilities

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## *Summary*

- Function: Provide skilled leadership in support of all Housing and Residence Life (HRL) Facilities operations. Supervise all Housing Facilities maintenance staff and ensure proper and timely accomplishment of all corrective and preventive maintenance work assignments for all HRL properties. The supervisor will organize the work plan for the maintenance staff, provide technical guidance and leadership, coordinate corrective and preventive maintenance activity, assign work orders, and control supply and tool inventories in conjunction with the Associate Director of Housing Facilities. Report daily activity and work issues to the Associate Director of Housing Facilities. The supervisor will be responsible for performance of all other duties as assigned.
- Scope: Responsible for the daily operations and maintenance of three residential communities housing approximately 2300 students. Supervise approximately nine maintenance personnel in the performance of daily duties. Plan, schedule and assess the completion of the department's preventative and corrective maintenance program. Utilize the campus CMMS system in the maintenance of an accurate supply inventory system, including the addition of new parts, managing stock levels, tracking reorder quantities and removing obsolete parts. Assist in the coordination and implementation of major housing events such as move-in, move-out, summer make-readies, facility renovations and new construction.

## *Duties*

- Typical:
  1. Provide leadership and supervision for all preventive and corrective maintenance activity to ensure timely completion and accuracy in reporting

work assignments. Corrective maintenance may also include maintenance projects.

2. Daily scheduling and assignment of all work activity and support for maintenance staff. Utilize TMA technology to manage daily work and ensure all work orders are managed and closed accurately within the system.
3. Work with the Housing Facilities Administrative Associate to maintain supply inventory accuracy, workable stock levels, and re-order points.
4. Ensure response time to emergency, urgent, or normal work requests is compliant with our commitment to students.
5. Track status of work accomplishments, analyze tracked data, and make recommendations to reach higher levels of performance and productivity.
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. Participate in the recruitment, selection, orientation and training of new staff members. Perform staff evaluations as appropriate, making necessary personnel recommendations and proposing actions when necessary, in consultation with the Associate Director of Housing Facilities.
8. Coordinate on-call schedule and assignments with the Housing Facilities Administrative Associate and ensure on-call coverage.
9. Responsible for ensuring operations are effective and efficient; assets are safeguarded; reliable financial data is maintained; applicable laws, rules, regulations, codes, policies, and procedures are adhered to; and all maintenance program objectives are met by regular inspections of completed work orders, ensuring satisfaction of completion.
10. Coordinates with EHSRM and Facilities on service level agreements and responsibilities and ensures compliance with HRL standards.
11. Assist with mold remediation, bed bug response, inclement weather, and any other required responses.

• 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 inspections to ensure facilities are maintained according to HRL standards, which include property grounds.
4. Perform other duties as assigned.

***Education***

<b>Required</b>	<b>Preferred</b>
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.
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***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Selected applicant must be able to lift, push and pull 40 pounds weights with or without accommodations.	N/A
Must wear and properly maintain uniforms provided and carry a University issued cell phone after hours.	
A valid Driver's License is required as is satisfactory Criminal Background Check (CBC).	
Motor Vehicle Record Check (MVR). Driving of a state vehicle is required.	

***Experience***

<b>Required</b>	<b>Preferred</b>
Eight years of verifiable work experience in a large institutional or residential facility in any facility trade profession. A Master Plumber or Electrician license may substitute for five years of the required experience. A minimum of two years experience directly related to preventive and corrective maintenance activities within a supervisory capacity is required.	N/A

***Equipment***

<b>Required</b>	<b>Preferred</b>
Must be knowledgeable in the general use of office equipment, personal computers, and other electronic hand held devices. Must have a wide knowledge 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 air-condition office environment as well as outside in various weather conditions. After adequate training, will be part of the On-Call rotation.	<p>Exposure to mechanical and electrical hazards, and working in attics, crawl spaces, machine rooms, and other operational areas which may require protective equipment.</p> <p>Work schedule is currently Monday-Friday, 8:00 AM – 5:00 PM; however, flexible hours may be required to satisfy Housing Facilities needs and may include overtime, evenings, odd hours, shift work, weekends and/or holidays.</p>

***Supervision***

Received	Given
Direct supervision from the Associate Director of Housing Facilities. Following a period of initial orientation, supervision will become limited to general guidelines and requirements necessary to achieve mission objectives.	Direct supervision of reporting maintenance staff. 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 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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