

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Grounds Maintenance Supervisor  
Code: 15413  
Salary Grade: 58  
Department/Division: Grounds/Facilities Services  
FLSA Status: Non-Exempt  
Reports To: Facilities Operations and Maintenance Assistant Director

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## *Summary*

- **Function:** Providing supervisory and technical skills in the planning, organizing and directing of multi-trade employees in Roads and Grounds Zonal Team.
- **Scope:** Responsible for coordinating and supervising of the maintenance and care of the Green House, landscaping, irrigation, herbicides, special events, pedestrian sidewalks, sweeping of roadways and lots, water quality basins and vegetative filter strips throughout UTSA Campus's.

## *Duties*

### **Typical:**

1. Provides leadership, supervision, direction and technical guidance to all trade-specific corrective maintenance work requirements in a multi-trade team; responsible for all UTSA Roads and Grounds in assigned areas.
2. Plans, organizes, coordinates, assigns, directs and controls all corrective maintenance, plus some preventive maintenance and maintenance project work requirements primarily within assigned zone, but may include all UTSA Facilities, ensuring the proper and timely accomplishment of all work requirements.
3. Develops and implements fully comprehensive annual maintenance work plan and schedule. Plans and schedules workload; provides supervision to workers; minimally participates in the work as needed; assigns workers to jobs; explains the work to be done; effectively communicates and coordinates all team activities; inspects the completed jobs; provides employee training and maintains employee time accounting.
4. Coordinates facilities-related work in maintenance trades, whether performed by assigned team, other staff or contractor personnel. Consults with multiple staff, consultants, contractors. Develops project cost estimates.
5. Maintains accurate records and files. Schedules, documents, and ensures proper completion of required maintenance work and equipment upgrades, including tracking work progress and providing reports as needed.

Analyzes data, prepares reports and makes recommendation for improving assigned functions and productivity. Ensures effective and efficient work accomplishment occurs daily.

6. Participates in annual budget preparations in support of assigned duties and responsibilities. Prepares material requests, orders supplies, tools and equipment, and maintains required inventory. May approve individual transactions up to \$500.00
7. Conducts annual performance appraisals of assigned subordinates; contributes to recruitment and selection of new personnel; and appropriately recommends and/or takes proper disciplinary measures as needed.
8. Collaborates with and assists other Zonal Supervisors as required for total organizational success.
9. Provides, both directly and through assigned staff effective and timely after-hours responses to unplanned emergency incidents emergency incidents such as ice storms, severe weather to include tornados, and strong winds or hail and events throughout all UTSA Facilities.
10. Effectively communicates with customers, vendors, assigned staff, other staff and contractors regarding maintenance activities, materials, specifications, scheduling, policies and procedures.
11. Completes departmental reports and documentation to include gathering data through field measurements and observations, analysis and various research methods. Recommends short and long term solutions and improvements and contributes to policy development to continuously improve Roads and Grounds Zone Teams.
12. Coordinates, monitors and inspects contractor work and services, as assigned; works collaboratively with other zone supervisors, other staff, customers, and vendors. Actively participates in new project design reviews and construction inspections in landscape, irrigation, water quality basins and vegetative strips.
13. Monitors irrigation systems to be in compliance with all national, state, and local rules and regulations in regards to backflow prevention and cross connection control to protect our drinking water.
14. Ensures all operations are effective and efficient, assets are safeguarded, reliable data is maintained and applicable rules and regulations are complied with.
15. Actively participates in attending meetings, inspections, reviews, and maintenance, safety and leadership training opportunities appropriate to the position.
16. Performs other duties as assigned.

• Periodic:

1. Maintains license by attending certified workshops to complete the CEU requirements.
2. Bird Feces: Will assist with removal and cleaning while following safety, health guidelines and proper training.
3. Power washing of outdoor areas to include but not limited to: walkways, breezeways, stairways, walkways, breezeways, loading docks, patio areas, entry ways and outdoor structures.

<ol style="list-style-type: none"> <li>4. Special projects to include but not limited to building retaining walls, brush clearing, installing walkways and renovating beds, installing fences and repairing sidewalks as required.</li> <li>5. May be required to travel between and working at various UTSA campuses and facilities and within city to pick up supplies. To include transport of workers and equipment to work sites.</li> <li>6. Shovels, deices, and removes snow and ice from designated areas such as sidewalks, entryways, roadways, parking lots, ground level to buildings, as required.</li> <li>7. Baits, traps, or applies other methods suitable for controlling pests.</li> </ol>

***Education***

<b>Required</b>	<b>Preferred</b>
High school diploma or GED.	Computerized Maintenance Management Systems (CMMS), specifically The Maintenance Authority (TMA) in use at UTSA.
	Technical training in horticulture science, landscape and bed maintenance, landscape and turf irrigation or other related fields.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Texas Department of Agriculture Non-Commercial Applicator's License. Texas Commission of Environmental Quality - Licensed Irrigator Landscape Irrigation Auditing and Management Certificate	Texas Structural Non-Commercial Pest Control Applicator License
Knowledgeable in the use of general office equipment including the use of personal computers and MS Office Suite; Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.	Backflow Prevention Assembly Tester thru TCEQ
Strong verbal and written communication skills in English; strong interpersonal, customer service and decision-making skills essential. Ability to effectively read, understand, and use maintenance manuals, operational guides, service literature and equipment schematics	

which are typically written in English.	
Criminal Background Check (CBC) and motor vehicle check.	
Valid Texas Driver's License	

***Experience***

<b>Required</b>	<b>Preferred</b>
Seven years direct work experience in the maintenance of large acreage tracts of unimproved, semi-improved and fully improved landscape and irrigation areas, roadways, sidewalks and related areas of work. One year successful equivalent supervisory experience in a setting similar to the scope and dimension of UTSA.	Nine or more years of experience in grounds care and maintenance including three years in a supervisory capacity.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Ability to operate and perform basic repairs on vehicles, tractors, street sweepers, backhoes, skid loaders, aerators, edgers, blowers, string line trimmers, riding mowers, chain saws, power washers, and other equipment typically used in roadway, sidewalk and landscape maintenance.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Requires use of protective clothing, gloves, respirators, and other personal protective equipment used in pesticide applications due to contact with poisons, chemical solutions, and dusts.	Potential contact with poison ivy and stinging insects, such as ants, bees and wasps.
Extended period of time standing, walking, pushing, bending, stooping and kneeling while working under and around buildings and while operating equipment.	Periodically required to work weekends, holidays and other non-standard hours.
Working outdoors with exposure to seasonal weather conditions.	Travel between UTSA campus components.
Must be able to lift up to 50 pounds with or without accommodation.	Working at elevated heights and confined spaces.
Exposure to hazardous mechanical equipment.	

***Supervision***

<b>Received</b>	<b>Given</b>
Works independently with general supervision of overall effectiveness.	Detailed instruction and supervision of subordinates.

***Accuracy***

Accuracy in developing and maintaining a safe, efficient and workable landscaping program.

***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.