

The University of Texas at San Antonio

Job Description

Job Title: Roads and Grounds Assistant Supervisor

Code: 15415

Salary Grade: 55

Department/Division: Grounds/Facilities Services

FLSA Status: Non-Exempt

Reports To: Roads and Grounds Zone Supervisor

Summary

- **Function:** To assist in providing supervisory and technical skills in the planning, organizing and directing of multi-trade employees in Roads and Grounds Zonal Teams.
- **Scope:** Responsible for assisting, 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 for all Roads and Grounds work requirements as assigned by Roads and Grounds Zone Supervisor. Responsibilities may include work scheduling, leadership and supervision. Provide input on selection and performance management of assigned staff. Assumes leadership of the Zone during absences of the Supervisors.
 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. ; explains the work to be done; effectively communicates and coordinates special event set-ups, plant set-ups, athletic activities, and commencement; inspects completed jobs; provides employee training.
 4. Assists Supervisors in coordinating facilities-related work in maintenance trades, whether performed by assigned team, other staff or contractor personnel. Consults with multiple staff, consultants, and contractors. Develops project cost estimates.
 5. Assists Supervisors in maintaining accurate records and files. Assists

supervisors with and also directly schedules documents and ensures proper completion of required preventive and corrective maintenance work. Analyzes data, prepares reports and makes recommendation for improving assigned functions and productivity. Ensures effective and efficient work accomplishment occurs daily.

6. Provides recommendations to annual budget preparations in support of assigned duties and responsibilities. Prepares material requests, orders supplies, tools and equipment, and maintains required inventory of vehicle maintenance logs.
7. Provides, both directly and through assigned staff effective and timely after-hours responses to unplanned emergency incidents such as ice storms, severe weather to include tornados, strong winds or hail and events throughout all UTSA Facilities.
8. Effectively communicates with customers, vendors, assigned staff, other staff and contractors regarding maintenance activities, materials, specifications, scheduling, policies and procedures.
9. 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 Dept.
10. Monitors and inspects contractor work and services as assigned; Actively participates in new and renovation project design reviews and construction inspections.
11. 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.
12. Ensures all operations are effective and efficient, assets are safeguarded, reliable data is maintained and applicable rules and regulations are complied with.
13. Actively participates in attending meetings, inspections, reviews, and maintenance, safety and leadership training opportunities appropriate to the position.
14. 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.
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.
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.

<p>6. Shovels, devices, and removes snow and ice from designated areas such as sidewalks, entryways, roadways, parking lots, ground level to buildings, as required.</p> <p>7. Baits, traps, or applies other methods suitable for controlling rodents, bats and Cimex lectularius Linnaeus.</p>

Education

Required	Preferred
<p>High school diploma or GED. Knowledgeable in the use of general office equipment including the use of personal computers and Outlook. 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.</p>	<p>Intermediate or higher levels of proficiency in Microsoft Office Word and Excel; and 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, asphalt and concrete maintenance and repairs, landscape and structural pest control, employee work load management and civil / landscape / roadway repair and striping / street sweeping, roadway project designing and management or other related fields.</p>

Other Requirements

Required	Preferred
<p>Texas Department of Agriculture Non-Commercial Applicator's License. Valid Texas Driver's License Criminal Background Check (CBC) and motor vehicle check.</p>	<p>Texas Structural Non-Commercial Pest Control Applicator License Backflow Prevention Assembly Tester thru TCEQ Landscape Irrigation Auditing and Management Certificate</p>

Experience

Required	Preferred
<p>Five years experience in grounds care and maintenance including two years in a supervisory capacity.</p>	<p>Six or more years of experience in grounds care and maintenance including three years in a supervisory capacity.</p>

Equipment

Required	Preferred
Ability to operate and perform basic repairs on vehicles, tractors, street sweepers, backhoes, dingo and track dingo, high lifts, scissor lifts, skid loaders, commercial chipper, 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

Usual	Special
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. Extended period of time standing, walking, pushing, bending, stooping and kneeling while working under and around buildings and while operating equipment. Working outdoors with exposure to seasonal weather conditions. Must be able to lift up to 50 pounds with or without accommodation. Exposure to hazardous mechanical equipment.	Potential contact with poison ivy and stinging insects, such as ants, bees and wasps. Working at elevated heights and confined spaces. Periodically required to work weekends, holidays and other non-standard hours. Travel between UTSA campus components.

Supervision

Received	Given
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.
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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.

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.