

The University of Texas at San Antonio

Job Description

Job Title: Building Attendant I
Code: 16226
Salary Grade: 50
FLSA Status: Non-Exempt
Department/Division: Facilities Services or Campus Recreation
Reports To: In accordance with departmental policies

Summary

- Function: To provide routine manual work involving cleaning and housekeeping duties in buildings. Maintains an orderly, clean and aesthetically pleasing environment within our campus building for our students, faculty, staff, and customers.
- Scope: Responsible for janitorial and housekeeping duties including occasional heavy physical labor.

Duties

- Typical:
 1. Performs custodial maintenance of buildings to include cleaning, sweeping, mopping, dusting, shampoo carpets, waxing, polishing, and scrubbing tile, floors, stairways, hallways, restrooms, offices, laboratories, locker rooms, and building lobbies.
 2. Cleans and maintains restrooms; washes windows; cleans, dusts, polishes, and moves furniture; polishes nickel and brass work.
 3. Removes and empties paper recycling bins, waste baskets, and trash boxes; washes and polishes drinking fountains.
 4. Moves furniture, chairs, tables, computer equipment, stage, floor pieces, platforms, etc., often involving heavy lifting.
 5. Reports safety hazard/out of order items.
 6. Assures energy conservation by ensuring all non-necessary lights are turned off (classrooms, offices, etc.).
 7. Performs other duties as assigned.
- Periodic:
 1. Participate in the preparation of auditoriums and other areas for meetings, seminars and other student, faculty and staff functions.
 2. May be required to work weekends and holidays. Will be required

to have flexible work schedule, to include but not limited to, working evenings, weekends, and holidays. Overtime may be required.

Education

Required	Preferred
Completion of the sixth grade minimum	High school graduation or GED. Ability to read English.

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	Have a valid Texas Driver's License and receive a driving rating of "good" as established by the UT System.

Experience

Required	Preferred
None required.	One year in general custodial or janitorial work.

Equipment

Required	Preferred
N/A.	Knowledge of janitorial equipment and its care and maintenance requirements.

Working Conditions

Usual	Special
Usual office/building janitorial cleaning conditions.	Research laboratories may pose hazardous conditions. May work around chemical fumes. May work around chemicals. Use of manual dexterity.

Supervision

Received	Given
General with detailed instructions on special assignments.	N/A.

Physical Demands

While performing duties of this job necessary to stand; walk; use hands to feel and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and move up to 50 pounds with or without accommodations .

Accuracy

Proficiency in all phases of work.

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. Must comply with all University policies.