

The University of Texas at San Antonio

Job Description

Job Title: Operations Manager
Code: 19080
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Business Auxiliary Services
Reports To: Associate Director of Operations

Summary

- Function: To provide direction, operations management, and administration of Business Auxiliary Services (BAS) facilities and maintenance activities.
- Scope: Responsible for BAS facilities operations and asset security in compliance with UTSA and BAS policies and procedures.

Duties

- Typical:
 1. Assist in BAS Operations policy development and implementation.
 2. Act as a secondary point-of-contact to the Office of Facilities for all maintenance projects.
 3. Maintain inventory, warranty and life cycle information for BAS and contracted vendor equipment.
 4. Provide direction and assistance with semi-skilled maintenance and repair as needed.
 5. Monitor BAS areas of responsibility for maintenance needs.
 6. Initiates and oversees projects as assigned.
 7. Effectively manage budget for operational supplies and equipment replacement.
 8. Provide administrative oversight and daily supervision for Maintenance Associate and Enforcement Supervisor through regular meetings and periodic evaluations.
 9. Manage BAS emergency and risk management procedures.
 10. Prepare daily, monthly, and other reports.

Education

Required	Preferred
Bachelor's Degree from an accredited institution.	Master's degree from an accredited institution in business administration, communication or a related field

Other Requirements

Required	Preferred
A valid Texas Driver's License or ability to obtain one by first day of work. Satisfactory Criminal Background Check (CBC) and Motor Vehicle Record Check (MVR). Driving of a state vehicle is required. Must be able to lift, push or pull 25 pound weights with or without accommodations.	

Experience

Required	Preferred
Five years of progressively responsible experience in facility management and/or building operations management and maintenance including two years of supervisory experience.	Experience in a university facility management setting. Similar experience in a university auxiliary services setting.

Equipment

Required	Possible
Must be knowledgeable in the use of general office equipment including the use of personal computers	

Working Conditions

Usual	Special
Typical office conditions. Some exposure to weather. Flexible hours which may include odd days and weekends.	

Supervision

Received	Given
General supervision from immediate supervisor.	Direct and indirect supervision of staff and student workers.

Accuracy

Proficiency in all phases of the 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.

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.