



**University of Texas at El Paso
Job Description**

Job Code: 16211
Job Title: Building and Technical Services Coordinator
Department: Union Services
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision Date: January 11, 2016

Summary: Ensures proper technical equipment set up for events and monitors all evening activity in the Union Building and El Paso Natural Gas Conference Center (EPNGCC).

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Essential Duties and Responsibilities:

Serves as the primary point of contact for technical setups, after-hours maintenance, and emergencies within the Union Building and EPNGCC.

Organizes and performs pre- and post event set-up/tear down; arranges for cleaning of rooms after use for evening events.

Serves as technical crew chief or stage manager for programs and special events; evaluates technical equipments needs and ensures that the technical needs of scheduled events are attended to in a timely and professional manner; performs technical setups as needed.

Ensures it is maintained in good working condition and is used properly; provides training on use of equipment; maintains accurate inventory of all technical equipment and assures it is stored properly; provides and/or schedules routine maintenance for the technical equipment.

Maintains equipment manuals/warranty information for technical equipment and prepares/updates technical manuals as required.

Submits purchase orders as necessary.

Oversees and trains technical student assistants and other part-time and casual labor employees as assigned.

Monitors and prevents events in the building that could lead to injury of building patrons; resolves on-site emergencies.

Prepares contingency plans for departments; may be required to conduct contingency training for emergency situations.

Determines appropriate responses to problems and emergencies.

Performs duties and responsibilities in a services oriented fashion.

Complies with all State and University policies.

Other duties as assigned.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.



Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education: Associate's degree or equivalent

Minimum Experience: Five years related experience and training; or equivalent combination of education and experience. Must be available to work an evening schedule, to include some weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently to stand; walk; sit; use hands to feel; reach with hands and arms; stoop, kneel, crouch or crawl and talk or hear. The employee must regularly lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to risk of electric shock. The employee is regularly exposed to high, precarious places, outdoor weather conditions, and vibration. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, work with explosives, and risk of radiation. The noise level in the work environment ranges from moderate to very loud.