



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

Job Code: 5079
Job Title: Work Control Supervisor
Department: Facilities Services
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: February 28, 2011

Summary: Under limited supervision, this position provides oversight of Work Control scheduling and planning functions, of moderate complexity, to ensure effective performance execution, requiring the use of judgment and discretion on a periodic basis. Keeps official corporation records and executes administrative policies determined by or in conjunction with other officials.

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.

Statement of Duties and Responsibilities:

Supervises Work Control personnel and projects; interprets and assigns work to personnel.

Tracks work orders for designated department and shops; meets with supervisors and foremen as needed to gather work order statuses.

Confers and cooperates with other department heads to ensure coordination of activities.

Contacts customer, gives work order number, provides work order status reports, confirms closure of work orders and ensures customer satisfaction.

Coordinates with other departments to track invoices and purchase orders.

Assists department personnel, dispatcher duties, and new employee training.

Prepares reports for management and maintains financial spreadsheets; records data in control records.

Initiates or suggests plans to motivate workers to achieve work goals; researches and develops resources that create timely and efficient workflow; recommends measures to improve production methods, equipment performance, quality of product, and working conditions to increase efficiency of department; analyses and resolves work problems.

Maintains contact with internal and external customers and outside vendors.

Interprets company policies to workers and enforces safety regulations by conducting safety meetings.

Maintains timecards and attendance reports; schedules training classes for shop personnel.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities Carries out supervisory responsibilities in accordance with the organization's objectives, 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 required: Bachelor's degree

Minimum Experience required: Two years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.



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 regularly required to sit; use hands to feel and reach with hands and arms. The employee is frequently required to stand; walk and talk or hear. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this include close vision, color vision, 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.

The noise level in the work environment is usually moderate.