



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

Job Code: 5119
Job Title: Assistant Technical Trades Supervisor
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 19, 2010

Summary: Supervises, plans, assigns, inspects, instructs and coordinates the work of assigned maintenance personnel who maintain, repair, construct, and renovate building systems, building hardware, and who are engaged in building maintenance, carpentry, painting, and plumbing tasks by performing the following duties.

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:

Assists in the supervision and management of approximately 25 multi task, multi trade shop personnel.

Helps prioritize, schedule, and plan preventative maintenance for buildings and building and equipment systems.

Estimates labor, parts and material costs for repair, maintenance, construction and new work for shop accomplishment and for contract support.

Coordinates operation and maintenance activities to ensure optimum utilization of resources to meet customer and university requirements.

Studies production schedules and estimates worker hour requirements for completion of job assignment. Establishes performance standards and tracks productivity.

Adjusts work procedures to meet production schedules. Suggests changes in personnel assignments, working conditions and use of equipment to increase efficiency of work crew.

Develops and implements a quality control program to assure that proper methods are used and standards are met.

Inspects completed installations and repairs for conformance with specifications and safety standards.

Provides training and orientation to new employees and ongoing developmental training for shop employees.

Reviews manufacturers' service manuals, equipment usage schedules, and records of maintenance problems to determine optimum frequency of preventive maintenance.

Studies production and operation schedules and confers with other staff and with maintenance supervisors to determine when planned maintenance will least interfere with operation of establishment and to coordinate activities of individual shops.

Purchases and controls shop supplies, machinery, tools, and equipment.

Implements and enforces university policies, procedures and safety regulations.

Analyzes and resolves work problems, implements measures to improve production methods and to motivate workers.

Completes required administrative paperwork, maintains timecards and attendance reports.

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 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: High school diploma or general education degree (GED).

Minimum Experience required: Three 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 use hands to feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include color vision, peripheral vision, depth perception and ability to adjust focus. May be required to wear Personal Protective Equipment to include: Steel Toe safety Shoes, eye protection, ear protection and hardhat.

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 employee is occasionally exposed to wet and humid conditions; electrical shock; moving mechanical parts; high, precarious places; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.