



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

Job Code: 5415
Job Title: Assistant Grounds Maintenance 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 22, 2010

Summary: Assists with the maintenance of university grounds.

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:

Interprets and assigns work order specifications to personnel and plans work schedules to ensure adequate service.

Ensures personnel has equipment and tools required to successfully perform the job.

Inspects campus for infestation.

Assists with pre-event preparations and pre/post clean up of special event areas (ie; Sun Bowl, Minerpalooza, concerts).

Designs landscape layouts.

Purchases and inventories shop supplies, machinery, and equipment.

Performs employee evaluations.

Trains new personnel in all areas of grounds maintenance.

Sharpens tools such as weed cutters, edging tools, and shears.

Makes minor repairs on equipment such as lawn mower, spreader, and snow removal equipment.

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: One year certificate from college or technical school within area of assigned responsibility.

Minimum Experience required: Two years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. Occasional travel to off-campus UTEP sites.

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 required to stand; walk; use hands to feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus. May be required to wear Personal Protective Equipment to include: Steel toe and Non-slippery shoes, rubber boots, respirator mask and dust mask, eye protection, ear protection, hard hat, face shields, rubber or leather gloves, and overalls.

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 regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and vibration. The employee is occasionally exposed to wet and humid conditions; high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.