



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

Job Code: 6225
Job Title: Building Attendant II – Team Leader
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 25, 2010

Summary: Assists the supervisor in operating, maintaining, and repairing the physical structures within designated area and keeps internal areas and exterior entry areas of buildings in clean and orderly condition. Maintains an orderly, clean and aesthetically pleasing environment within our campus buildings for our students, faculty, and customers.

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:

Oversees building attendants in his/her charge according to established procedures; trains new employees and distributes work assignments ensuring completion within established time frames.

Distributes and maintains inventory of facility maintenance supplies and equipment.

Prepares facilities for corresponding student, university, or public functions such as games, meetings, concerts, classes, camps, etc.

Moves and assembles furniture, chairs, tables, computer equipment, stage, risers, floor pieces, platforms, etc., often involving heavy lifting.

Notifies supervisor concerning need for major or minor repairs or additions to lighting, heating, and ventilating equipment and performs minor plumbing, carpentry, and electrical repairs.

Smooths surfaces and removes old paint from surfaces to prepare for painting (wall or furniture); prepares drywalls through taping, bedding, and/or plaster.

Drives vehicle to transport crew and equipment to other work sites; performs minor preventative maintenance on designated vehicles.

Outlines surfaces with paints such as parking lots, crosswalks, and curbs, within designated area; power washes patios and walls with air compressor, or other areas as assigned.

Operates equipment such as compressors, tenant floor scrubber, steamer, power sprayer, floor/carpet vacuums, blowers, swimming pool vacuums, etc.

Ensures proper care for, and use of specialized facility/department equipment including for the maintenance of game/practice courts, fields, swimming pool, etc.

Washes windows, door panels, and sills; maybe required to use lift to reach higher windows.

Opens and closes campus buildings as required and requested by designated personnel.

May be required to work weekends and holidays. Will be required to have a flexible work schedule, to include but not limited to, working evenings, weekends, and holidays. Overtime may be required.

May be required to carry a two-way radio.

Must be available on an "On Call" basis.



Performs custodian duties as required and necessary.

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 No supervisory responsibilities.

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: Less than high school education.

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 stand; walk; use hands to feel and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to talk or hear. The employee must frequently lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus. May be required to wear Personal Protective Equipment to include: Steel toe or Non-slippery shoes, back belt, eye protection, and rubber or leather gloves.

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 wet and humid conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud.