

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
JOB DESCRIPTION**

9-01-98

PROPERTY AND FACILITIES COORDINATOR, UNIVERSITY POLICE

FLSA: NON-EXEMPT

Job Code: 6350

SUMMARY

This position accounts for, and ensures availability of police property and equipment, and oversees installation and maintenance of parking facilities. Responsibilities include the coordination of vehicle and equipment maintenance requests, and installation and maintenance of all parking lots and traffic control devices.

DUTIES

Performs a combination, but not necessarily all, of the following duties:

- Coordinates repair and maintenance of all police vehicles, radio equipment, traffic signage, traffic devices, and uniforms.
- Maintains accurate records of repairs and maintenance.
- Initiates work orders for parking lot changes and repairs.
- Maintains accurate maps of all parking spaces and parking meters.
- Installs and/or removes all parking meters and traffic signs.
- Collects parking fees from meters.
- Paints stencils on curbs and pavement..
- Maintains inventory of traffic signs, traffic devices, and uniforms.
- Performs security officer duties.
- Performs other duties as assigned.

SUPERVISION

Received:

Work is performed under the general supervision of the Chief, University Police Department.

Given:

May provide supervisory responsibilities, as assigned.

EDUCATION/EXPERIENCE

High school diploma or GED, with five years of job related experience. Must possess a valid Texas driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a good driving record, as the driving record of selected candidates will be checked.

EQUIPMENT

Must have the ability to use computer, typewriter, calculator, and hand tools.

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WORKING CONDITIONS

Work is performed in an office environment; however, incumbent may occasionally experience outdoor weather conditions.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

IMPORTANT:

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with 1TAC 201.13(b) Information Security Standards.