

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: CUSTODIAL, ASSISTANT MANAGER

Reports To: Manager, Senior

UW Job Code: 7112

UW Job Family: 71 - Service/Maintenance/Security Supervision

SOC Code: 37-1011

FLSA: Non-exempt

Pay Grade: 20

Date: 1-1-21

JOB PURPOSE:

Supervise, plan, coordinate, and inspect cleaning, moving, or general maintenance activities for a designated area; oversee operations and work assignments for special projects. Perform daily supervision tasks over area support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Hire, train, supervise, evaluate and discipline assigned support staff, as required.
- Inspect designated areas to ensure compliance with established cleaning standards and ensure safety regulations are being met.
- Monitor maintenance of equipment and tools; distribute supplies, tools and equipment to support staff.
- Prepare reports and maintain records regarding the efficiency of operations; recommend operational/organizational changes.
- Receive reports from support staff and building or area occupants regarding damaged equipment, facilities and fixtures; process work orders.
- Determine personnel needs to complete special or emergency projects; arrange for auxiliary personnel as needed.

SUPPLEMENTAL FUNCTIONS:

- May perform duties of support staff, as required.
- May provide budget recommendations for equipment and maintenance needs.

COMPETENCIES:

- Adaptability
- Analysis/Problem Identification
- Consistency
- Delegating Responsibility
- Judgment
- Safety Awareness
- Quality Orientation
- Work Standards

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic, general and advanced cleaning methods, techniques, materials and equipment.
- Basic, general and advanced maintenance methods, techniques, materials and equipment.
- Custodial practices, machinery, and related equipment.
- Applicable university, state and federal regulations, policies and procedures.
- Operation, maintenance, and repair of designated area equipment.
- Building and facilities maintenance, safety and security.
- Occupational hazards and safety precautions of the trade.
- Supervision and staff training methods.
- Staff hiring procedures.
- Employee development and performance management processes and procedures.
- Planning and scheduling techniques.
- Project management principles, practices, techniques, and tools.
- Customer service standards and procedures.
- Supplies, equipment, and/or services ordering and inventory control.

Skills and Abilities to:

- Understand and follow advanced verbal and written instructions.
- Understand and follow specific instructions and procedures.
- Read, understand, follow, and enforce safety procedures.
- Communicate clearly and concisely, both orally and in writing.
- Supervise and train staff, including organizing, prioritizing, and scheduling work.
- Work as a team member and foster a cooperative work environment.
- Assist in determining and coordinating staffing needs for regularly scheduled, emergency and special events.
- Assist with budget planning and monitor expenditures.

- Assist in determining labor, equipment, and material costs on projects.
- Organize resources and establish priorities.
- Safely use hand and power tools applicable to the trade.
- Safely use cleaning equipment and supplies.
- Maintain thorough and accurate records.
- Lift and/or manipulate objects weighing up to 100 pounds regularly.
- Make effective decisions impacting projects.

WORKING CONDITIONS:

Various in/outdoor environments; occasional exposure to fumes, odors, noise, mechanical, electrical or chemical hazards.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.