

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: MANAGER, MAINTENANCE

Reports To: Designated Supervisor

UW Job Code: 7249

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

SOC Code: 37-1012

FLSA: Exempt

Pay Grade: 21

Date: 5-1-17

JOB PURPOSE:

Manage, coordinate, and schedule maintenance operations, custodial personnel and physical set-up of a designated area.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assign, direct and inspect the work of support staff; develop training schedules for new personnel.
- Manage maintenance on all residence life and dining facilities and grounds.
- Recommend equipment purchases, order supplies and test janitorial materials.
- Maintain inventory records, distribute equipment and supplies.
- Manage pest control, residential keys and equipment maintenance.
- Prepare budget requests and monitor expenditures.
- Communicate University, department and state regulations and standards for safety and sanitation to staff; monitor compliance.
- Perform daily maintenance; arrange for facility repairs; perform custodial work and other assigned duties.
- Hire, train, supervise and evaluate assigned staff including personnel record keeping such as vacation and sick leave balances.

SUPPLEMENTAL FUNCTIONS:

- Participate in staff meetings to coordinate operational functions, building usage and special event arrangements.
- Take appropriate action on personnel records and payroll forms.
- Submit requests to UW Operations.

COMPETENCIES:

- Strategic Planning
- Integrity
- Meeting Membership
- Delegating Responsibility
- Work Standards
- Safety Awareness

MINIMUM QUALIFICATIONS:

Education: **Associate's degree in a related field**

Experience: **4 years of progressively responsible custodial experience, including supervisory experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Current trade methods, materials and equipment.
- Applicable university, state and federal regulations, policies and procedures.
- General maintenance methods, techniques, equipment, supplies and tools.
- Building and facilities maintenance, safety and security.
- Occupational hazards and safety precautions of the trade.
- Staff hiring procedures.
- Employee development and performance management processes and procedures.
- Project management principles, practices, techniques, and tools.
- Customer service standards and procedures.
- Supplies and equipment ordering and inventory control.
- Special events set up and tear down.
- Computers and associated software.

Skills and Abilities to:

- Understand and follow advanced verbal and written instructions and procedures.
- Communicate effectively, both orally and in writing.
- Read, understand, follow, and enforce safety procedures.
- Determine and coordinate staffing needs for regularly scheduled, emergency and special events.
- Work as a team member and foster a cooperative work environment.
- Lift and/or manipulate objects weighing up to 100 pounds regularly.
- Set up facilities to customer specifications.
- Maintain thorough and accurate records.
- Use hand and power tools applicable to the trade.
- Resolve customer complaints and concerns.
- Safely use cleaning equipment and supplies.
- Perform a variety of custodial and cleaning tasks.

WORKING CONDITIONS:

Various in/outdoor environments; occasional exposure to mechanical, electrical and chemical hazards; regularly subject to dirt, dust, noise, fumes, odors, confined spaces and elevated heights.

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.