

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: MATERIAL SERVICES, SENIOR

Reports To: Designated Supervisor

UW Job Code: 3652

UW Job Family: 72 – Service/Maintenance/Support

SOC Code: 53-7062

FLSA: Non-exempt

Pay Grade: 21

Date: 5-1-16

JOB PURPOSE:

Oversee and perform material services activities, function as Senior staff member for the Material Services Department, train other personnel, assist manager with planning, scheduling, daily operations, budgetary and personnel functions. Perform manager duties in manager's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with hiring, training, and supervising assigned staff.
- Assist with assigning work schedules.
- Assist with planning, scheduling and coordination of moves.
- Assist with supervision and coordination of campus recycling operation, moving services, and surplus property.
- Inspect departmental work and ensure compliance with specifications, budget and industry standards.
- Assist with developing project estimates to determine person-hours and materials needed to complete projects.
- Prepare and write specifications and order forms; maintain related records.
- Maintain safe work area to ensure compliance with safety regulations.
- Function as Senior Handler and train other Handlers.

SUPPLEMENTAL FUNCTIONS:

- Facilitate and/or participate in safety, technical and management seminars; keep abreast of new developments in masonry, heavy equipment mechanics, heavy equipment operation, and welding.
- Participate in project work as needed.

COMPETENCIES:

- Attention to Detail
- Delegating Responsibility
- Collaboration
- Safety Awareness
- Technical/Professional Knowledge
- Work Standards

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **3 years work-related experience**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Occupational hazards and safety precautions of the trade.
- Current trade methods, materials and equipment.
- Applicable university, state and federal regulations.
- Training techniques.
- Basic, routine and advanced mechanical repair and welding.

Skills and Abilities to:

- Plan, supervise, direct, and evaluate the work of skilled or semi-skilled employees.
- Maintain records, budgets, and prepare reports.
- Maintain inventory and order supplies.
- Read, interpret and work from advanced sketches, blueprints, specifications, and construction drawings.
- Read, understand, follow and enforce safety procedures.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely both orally and in writing.
- Work effectively and coordinate with architects, engineers, and customers regarding remodeling and construction.
- Maintain effective supervisory relationships.
- Supervise, manage and coordinate: operation of heavy equipment, mechanical repairs for heavy equipment, welding fabrication or repair, snow and ice removal, control and sanding operations, campus sanitation truck operation.
- Determine labor, equipment, and material costs on projects.
- Manage projects to meet multiple and potentially conflicting timelines.
- Safely and efficiently operate, repair and maintain associated tools, machinery, vehicles and equipment.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Office environment; occasional exposure to electrical, mechanical and chemical hazards, confined spaces and adverse weather conditions.

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.