

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: SENIOR MANAGER, MATERIALS & CUSTODIAL SERVICES

Reports To: AVP UW Operations

UW Job Code: 7330

UW Job Family: 3B - Facilities Maintenance

SOC Code: 11-3013

FLSA: Exempt

Pay Grade: 25

Date: 1-1-21

JOB PURPOSE:

Upper-level managerial oversight of Material Services, including Moving, Recycling, Surplus Property, Shipping & Receiving, and Postal Services, along with direct managerial oversight of Campus Custodial Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide administrative and functional supervision to supervisory and non-supervisory staff for workmanship and productivity; hire, train, supervise, promote, evaluate and recommend appropriate disciplinary actions for personnel in all of the departments; perform financial and personnel record-keeping.
- Assign work schedules; confer with other University administrators and customers to coordinate work projects and discuss operations; relay all messages to the appropriate managers and assistant managers.
- Assist manager in developing labor allotments for varying needs within sub-departments of Material Services.
- Work with the Custodial Training to instigate a new 360-inspection process conducted by the assistant managers, but coordinated by the Trainer.
- Coordinate, as required, custodial staff response to emergency conditions such as flood cleanup; ensure the removal of snow and debris by building entrances and structures by assigned custodial staff for designated area.
- Oversee equipment and product evaluation programs and reports for employee supplies, maintain inventory records; order supplies, equipment and tools as needed.
- Confer with architects and engineers regarding remodeling and new construction; review and discuss construction drawings and specifications to ensure adequate space and equipment in new and renovated spaces.

- Prepare and write specifications, order forms and maintain related records; prepare operational and personnel budget recommendations and monitor expenditures.
- Ensure or provide appropriate equipment and/or training for all staff including safety or other training.
- Coordinate with Safety Office and Trainer for any hazardous chemical disposals; coordinate with campus police on building security.
- Schedule and direct the transfer of equipment and supplies across campus.

SUPPLEMENTAL FUNCTIONS:

- Attend technical and management seminars; keep abreast of new developments in the designated trades.
- Participate in project work as needed.

COMPETENCIES:

- Individual Leadership
- Consistency
- Strategic Planning
- Safety Awareness
- Quality Orientation
- Technical/Professional Knowledge

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Industrial Management, or Business Administration**

Experience: **7 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Current trade methods, materials and equipment.
- Methods and requirements for the presentation of large-scale public events.
- Technical event arrangement requirements including sound and lighting systems, or other specialized equipment.
- All aspects of Material Services including Postal Services and all aspects of custodial services, practices, machinery, and related equipment.
- Occupational hazards and safety precautions of the trades.
- Current trade methods, materials and equipment.
- Operation, maintenance, and repair of designated area equipment.
- Applicable university, state and federal regulations, policies and procedures.
- Budgeting, cost estimating, fiscal management principles and procedures.

- Customer service standards and procedures.
- Supplies, equipment, and/or services ordering and inventory control.
- Cost analysis techniques.
- Specified products and equipment related to Material and Custodial services.
- University budgeting and accounting systems.
- Management principles and practices.
- Organizational structure, workflow, and operating procedures.

Skills and Abilities to:

- Read, understand, follow and enforce safety procedures.
- Determine labor, equipment, and material costs on projects.
- Work as a team member and foster a cooperative work environment.
- Maintain thorough and accurate records.
- Safely use hand and power tools applicable to the trade.
- Safely use cleaning equipment and supplies.
- Budget preparation and fiscal management.
- Plan budgets and monitor expenditures.
- Determine labor, equipment, and material costs on projects.
- Determine and coordinate staffing needs for regularly scheduled, emergency and special events.
- Manage projects to meet multiple and potentially conflicting timelines.
- Organize resources and establish priorities.
- Perform strategic planning.
- Coordinate quality assurance programs.
- Monitor and/or maintain quality control standards.
- Resolve customer complaints and concerns.
- Provide inspections to maintain adherence to safety and cleaning standards.

WORKING CONDITIONS:

Various in/outdoor environments; regular exposure to chemical and biological hazardous materials or conditions; occasional exposure to fumes, odors, noise, dust, mechanical or electrical hazards; occasional exposure to changes in temperature in conjunction with maintenance of facilities/grounds and set up of events; occasionally works in confined or high spaces.

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.