

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: EQUIPMENT SERVICES, SENIOR

Reports To: Designated Supervisor

UW Job Code: 6248

UW Job Family: 61 – Crafts/Trades Supervisory

SOC Code: 47-1011

FLSA: Non-exempt

Pay Grade: 21

Date: 12-1-17

JOB PURPOSE:

Oversee and perform equipment services activities, function as Senior staff member for the Equipment 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:

- Supervise all departmental activity when Manager is absent.
- Assist in planning, scheduling, staffing and coordinating work assignments; lead, advise, and train all support staff in safe work methods, procedures, and techniques.
- Check equipment for proper service and repair.
- Direct support staff on the completion of their duties; look for opportunities to improve workflow with support staff, including equipment operators, master mechanics, and laborers.
- Assist Manager with personnel issues including hiring, disciplinary issues, employee training, and recordkeeping; assist in the ordering and receiving of supplies and materials.
- Inspect departmental work and report status of projects and quality of work performed.
- Maintain safe work area to ensure compliance with safety regulations.
- Assist in the ordering and receiving of supplies and materials.
- Inspect staff work habits and performance; verify work is done safely, professionally and in a timely manner.
- Meet with administrators, department heads, engineers, the other craft shops and contractors as needed to discuss and contribute ideas to achieve an effective decision-making process regarding planning and design, materials, staffing and scheduling of work that requires effective communication and the ability to read and understand blueprints and construction drawings.
- Foster an atmosphere of safety awareness and practices for all staff; instruct staff in using safety gear and devices required for their safety and the safety of the passerby.

SUPPLEMENTAL FUNCTIONS:

- Direct ice and snow removal, sanding of all sidewalks, streets and parking lots; install and remove traffic control devices including signs, barricades, and security fences.
- Perform campus-wide cleanup operations and generally provide any service needed to keep the grounds and facilities operational and presentable.
- Bore holes in concrete, demo concrete and prepare areas for concrete pouring; supervise patching of pavement, removal of graffiti, and assist other departments when necessary.
- Keep abreast of current technology, materials and techniques of the trade.

COMPETENCIES:

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

MINIMUM QUALIFICATIONS:

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

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

Required licensure, certification, registration or other requirements:

- **Valid commercial driver's license**
- **Journeyman-level in appropriate craft/trade**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Construction drawings, blueprints, sketches, diagrams, and specifications.
- Occupational hazards and safety precautions.
- Current trade methods, materials, and equipment.
- Applicable University, state, and federal regulations.
- Department of Transportation (DOT) and CDL regulations.
- Americans with Disabilities (ADA) requirements and regulations.
- MSDS safety information sheets.
- Training techniques and methods.
- Heavy equipment operation.
- Mechanical repair and welding.

Skills and Abilities to:

- Interpret and work from advanced sketches, blueprints, specifications, and construction drawings.
- Inspect work of staff, verifying work is done safely, professionally and in a timely manner.
- Assist with ordering and receiving supplies and materials.
- Operate heavy equipment such as a front-end loader, backhoe, skid loaders, and dump trucks.
- Operate mobile air compressors, diamond bitted core drill, hammer drills, hand tools, jackhammers, air drills, all saws, demo saw, water-cooled concrete saw and surveying equipment.
- Monthly operate large loader, motor grader, welder and sanding truck.
- Discuss and contribute ideas to achieve an effective decision-making process regarding planning and design, materials, staffing and scheduling of work.
- Foster an atmosphere of safety awareness and practices for all staff.
- Safely and efficiently operate, repair and maintain associated tools, machinery, vehicles and equipment.
- Direct the removal of snow and ice and application of sand and salt on the sidewalks, parking lots and streets.
- Remove traffic control devices including signs, barricades, and security fences.
- Supervise patching of pavement, removal of graffiti, and assist other departments, as directed.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Shop and in/outdoor environment; exposed to hazards associated with power and hand tools, dust, fumes, high-pressure steam, high temperatures and confined spaces; regularly subject to external environmental conditions such as cold, heat, dust, snow, or fumes from equipment or chemicals.

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.