

## **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: SUPERINTENDENT, FACILITY AND MAINTENANCE OPERATIONS**

**Reports To:** Designated Supervisor

**UW Job Code:** 7247

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

**SOC Code:** 47-1011

**FLSA:** Non-exempt

**Pay Grade:** 20

**Date:** 7-1-96 (revised 5-1-01; 7-1-02; 11-24-03; 7-1-04; 7-1-08)

**JOB PURPOSE:**

Perform and oversee equipment and facility maintenance and repair operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform routine or preventive maintenance repairs on designated facilities and equipment; coordinate some repairs with Physical Plant or outside contractors.
- Obtain, build, modify, repair and maintain equipment and materials not normally serviced by the Physical Plant; repair, replace, order, construct or fabricate specialized equipment; locate or construct equipment and parts which are not available through normal consumer channels.
- Check operation of facility; maintain quality and safe operations; maintain cleanliness of entire facility which includes handling vandalism problems at site.
- Check and record operation of designated machinery and equipment to maintain consistent quality of operation.
- Supervise support staff; maintain work schedules and assign job duties related to project(s).
- Solve emergency problems on weekends or during evening hours as required.
- Purchase or request materials, supplies and equipment; prepare budget requests and monitor expenditures.

**SUPPLEMENTAL FUNCTIONS:**

- Assist with special projects including designing, locating equipment and materials, or making special preparations for project/event.
- Perform and oversee snow removal seasonally.
- Operate computer for record-keeping, ordering and database work.

## **COMPETENCIES:**

- Technical/Professional Knowledge
- Consistency
- Delegating Responsibility
- Adaptability
- Work Standards
- Analysis/Problem Identification

## **MINIMUM QUALIFICATIONS:**

Education: **Associate's degree in a related field or completion of related technical or vocational education/training**

Experience: **2 years work-related experience**

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

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Basic and routine vehicle mechanical repair and preventive maintenance theory, methods, concepts and techniques.
- Minor plumbing, mechanical, electrical and carpentry facility repair and preventive maintenance methods, concepts and techniques.
- Equipment and part design, fabrication and repair methods and techniques.
- Prioritization and time management methods and techniques.
- Supervision, scheduling, and training concepts, methods and techniques.
- Purchasing methods and techniques.
- Facility and safe equipment operation methods, techniques and practices.
- Budget preparation and management theory, principles and methods.
- Landscaping methods, concepts and techniques including seeding, irrigating, mowing, identifying diseases and insect problems.
- Heavy equipment (road grader or snowcat) operation techniques and practices.
- Personal computer software applications and operations.
- Applicable University, federal and state laws, rules, regulations and procedures.

Skills and Abilities to:

- Perform basic and routine repairs to automobiles or other equipment such as snow cats, boats, or trailers.
- Perform minor repairs not requiring journey-level work including mechanical systems, water systems, plumbing, electrical and carpentry trades.

- May design and fabricate equipment pieces and parts.
- Safely use hand and power tools, or any other tools of the applicable trades.
- Read, understand, follow and enforce safety procedures.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and maintain work schedules.
- Manage project work to meet multiple and conflicting deadlines.
- Lift and/or manipulate heavy objects weighing up to 100 pounds regularly.
- May operate and maintain road grader, snowcat or other equipment to keep roads and trails open for the facility (ies).
- Prepare budget requests and monitor expenditures.
- Regularly move heavy objects, stand, kneel, and crouch.
- May solve emergency problems during evening or weekend hours.
- Work as a team member and foster a cooperative teamwork environment.

### **WORKING CONDITIONS:**

Facility with regular exposure to outdoor conditions; regular exposure to mechanical, electrical, and chemical hazards; regularly subject to working in confined areas and exposure to dirt, dust, fumes and vapors.

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.