

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: SUPERVISOR, ATHLETICS OPERATOR/TECHNICIAN

Reports To: Designated Supervisor

UW Job Code: 7272

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

SOC Code: 37-1011

FLSA: Non-exempt

Pay Grade: 20

Date: 5-2-18

JOB PURPOSE:

Supervise the cleaning activities of the facilities staff for the Athletic Department facilities and events. Supervise, schedule, train, direct, inspect and evaluate activities and operations of Athletics Operators/Technicians.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise the daily activities of full and part-time employees.
- Participate in hiring, training, termination, discipline and other personnel matter with the Associate AD for Facilities and Events.
- Train employees to perform required duties to desired standards for all staff.
- Prepare and conduct performance evaluations according to University and departmental requirements for all facilities staff.
- Orient new employees and develop staff to successfully perform all routine and project work.
- Determine personnel needs to complete regularly scheduled, special or emergency events; arrange for auxiliary personnel, as needed.
- Inspect designated areas to ensure compliance with safety regulations and established standards; provide safety training for support staff.
- Monitor and supervise security and maintenance of facilities equipment and tools; distribute supplies, tools and equipment to support staff.
- Prepare reports and maintain records regarding efficiency of operations; recommend operational/organizational changes.
- Receive reports from support staff and building or area occupants regarding damaged equipment, facilities and fixtures; process work orders.
- Maintain and order supplies as needed.

SUPPLEMENTAL FUNCTIONS:

- May perform duties of support staff, as required.
- May provide budget recommendations for equipment and maintenance needs.
- May perform pesticide applications.

COMPETENCIES:

- Integrity
- Initiative
- Quality Orientation
- Safety Awareness
- Delegating Responsibility
- Developing Organizational Talent
- Individual Leadership

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **4 years work-related field**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Advanced maintenance methods, materials, equipment, and techniques.
- Advanced cleaning methods, materials, equipment, and techniques.
- Special events setup and tear down.
- Set up and mark athletic fields including painting and turf preparation methods, procedures and techniques.
- Maintenance and repair of specialized and/or electronic equipment.
- Safe handling, application procedures, and storage of herbicide pesticide and chemical preparations.
- Advanced athletic field maintenance procedures, techniques, and standards.
- Mountain West Conference and NCAA regulations and standards regarding the setup and marking of athletic fields.
- Occupational hazards and safety precautions of the trade.
- Customer service standards and procedures.
- Supplies and equipment ordering and inventory control.
- Basic inventory techniques.

Skills and Abilities to:

- Work as a team member and foster a cooperative work environment.
- Safely handle and operate powered grounds maintenance equipment.

- Safely operate cleaning equipment and supplies.
- Perform a variety of groundskeeping tasks.
- Perform a variety of custodial and cleaning tasks.
- Lift and/or manipulate objects weighing up to 100 pounds occasionally.
- Communicate with supervisor, staff and customers.
- Supervise and train staff and/or students, including scheduling assignments and prioritizing tasks.
- Perform technical and/or complex equipment repairs.
- Safely apply herbicide, pesticide and chemical preparations.
- Paint athletic fields to Mountain West Conference and NCAA regulations and standards.
- Determine and coordinate staffing needs for regularly scheduled, emergency and special events.
- Obtain a Wyoming Department of Agriculture Commercial Pesticide Applicator's license.

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.