

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: **MANAGER, CONTROLS SHOP**

Reports To: Designated Supervisor

UW Job Code: 3088

UW Job Family: 61 – Crafts/Trades Supervisory

SOC Code: 49-1011

FLSA: Exempt

Pay Grade: 24

Date: 10-1-07 (revised 11-8-07)

JOB PURPOSE:

Manage, schedule and coordinate labor and material resources for the Building Systems Controls Shop. Supervise Control Specialists. Coordinate with State and Local officials to complete work in compliance with regulations. Inspect department work and campus facilities for building systems integrity, code compliance and code violations. Research and resolve personnel and customer issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the labor resources of the Controls Shop to effectively and efficiently complete maintenance and project work.
- Manage material resources necessary for completion of maintenance and project work within the Controls Shop.
- Communicate with architects, engineers, code officials and customers to ensure the satisfactory completion of work requests and projects, and to resolve any issues or disputes.
- Communicate with the Mechanical Trades Manager, Senior, and other Shop Managers, Service Desk and Stores employees to ensure efficient and cost-effective completion of maintenance and project work requests.
- Participate in hiring decisions; train, supervise, and evaluate performance of Control Specialists.
- Develop project estimates and inspect departmental work.
- Retrieve, review, and analyze data from the work order system to ensure efficient productivity, accurate documentation and timely completion of work requests and projects.
- Monitor, evaluate and prepare reports on Work Request activity, shop productivity and budget to actual comparisons.
- Ensure adherence to Federal, State, Local, and University regulations and applicable codes.

SUPPLEMENTAL FUNCTIONS:

- Perform limited voltage electrical or other work, as assigned by the Manager, Senior; Deputy Director, Facilities Management; or the Director of the Physical Plant.

COMPETENCIES:

- Attention to Detail
- Strategic Planning
- Collaboration
- Work Prioritization & Management
- Integrity
- Individual Leadership
- Developing Organizational Talent
- Consistency

MINIMUM QUALIFICATIONS:

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

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

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**
- **Wyoming Limited Tech HVAC License**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Limited Voltage Electrical trade methods and techniques.
- Limited Voltage Electrical equipment and related tools.
- Pneumatic control systems.
- Inspection of work projects for compliance with regulations and applicable codes.
- Problem resolution techniques and methods for the applicable trade.
- Project, labor, and time management methods and techniques.
- Cost estimating methods.
- Computerized work order system.
- Computer software applications including Microsoft Office, Outlook, and Internet Explorer.
- Report generation methods.
- Public relations, communication, and customer service techniques and methods.
- Applicable Federal, State, Local, and University rules, regulations, limited voltage electrical, building and construction codes.
- Safety rules and protocol for safe equipment operation and personnel protection.
- University purchasing procedures.
- Inventory methods and techniques.
- Supervision methods and techniques including performance evaluation, coaching, mentoring, and addressing work performance issues through proper University procedures.

- Training methods and techniques.

Skills and Abilities to:

- Provide liaison contact and effective oral and written communications for successful operations.
- Troubleshoot and resolve equipment, labor, and work-related issues.
- Schedule labor for assigned maintenance and project work.
- Oversee and manage shop operations; assess project work; improve operational effectiveness and efficiency.
- Effectively use computer software applications to process work orders and generate reports.
- Effectively supervise support staff and make recommendations for performance evaluations.
- Lead team and participate in team working environment.
- Perform limited voltage electrical work.
- Follow safety rules and applicable Federal, state, local and University regulations and codes.

WORKING CONDITIONS:

Controls shop environment. Exposed to hazards of electrical and mechanical trades including various test equipment, tools and high and limited voltage systems. Travel to campus or other University work sites.

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.