

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, UNIVERSITY STORE PHYSICAL OPERATIONS

Reports To: Designated Supervisor

UW Job Code: 7058

UW Job Family: 72 - Service/Maintenance/Support

SOC Code: 53-7062

FLSA: Non-exempt

Pay Grade: 19

Date: 12-1-08

JOB PURPOSE:

Assist manager by planning, coordinating, organizing and supervising work of assigned support staff and supervising shipping/receiving, mail order fulfillment and offsite warehouse; receipt of inbound and outbound freight; enter products into the inventory system; oversee and participate in register setups for special events; maintain two delivery vans; purchase supplies and equipment for shipping/receiving, and assist with theft codes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist by providing administrative supervision of assigned support staff; prioritize and assign work schedules.
- Supervise and advise support staff in work methods, procedures and material usage.
- Assist in planning and coordination of physical bookstore operations; maintain permanent fixtures; keep fire extinguishers or other equipment up-to-code; replace light bulbs, and may accompany the Fire Marshall or building inspectors for safety inspections.
- Evaluate facilities to determine required maintenance or cleaning work.
- Assist by making hiring recommendations; train, supervise, and evaluate designated support staff; recommend appropriate disciplinary actions for designated support staff.
- Participate in the leadership team, which consists of the Manager, Assistant Manager, Supervisor Financial Operations, and Buyers.
- Supervise delivery of products and materials; maintain communication with delivery employees through cell phones.
- Supervise offsite warehouse, mail order fulfillment operations, and assigned support staff.

SUPPLEMENTAL FUNCTIONS:

- Provide budget recommendations for shipping/receiving, mail order fulfillment, and personnel needs.
- Oversee the operations of equipment and assist with special events to keep computerized systems up and running.
- May attend technical and management seminars, workshops, and conferences to continue professional development in the area of physical operations.
- May serve on departmental and campus committees and work groups.
- Perform special project work or other work as assigned by supervisor.

COMPETENCIES:

- Attention to Detail
- Quantity of Work
- Individual Leadership
- Delegating Responsibility
- Quality Orientation
- Strategic Planning

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **1 year work-related experience**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- General bookstore theory, methods and techniques.
- Organizational structure, workflow, and operating procedures, methods, and techniques.
- Staff hiring procedures.
- Training, supervision, and performance evaluation methods and practices.
- Employee professional development methods and coaching techniques.
- Management principles and practices.
- Multitasking, setting priorities, and inspecting maintenance site methods.
- Multiple project and time management methods.
- Occupational hazards and safety precautions of the trade.
- Current trade methods, material and equipment including equipment repair and operation methods and practices.
- Operation, maintenance, and repair of designated equipment.
- Building and facilities maintenance, safety and security methods.

- Computer system(s), software, and programs related to recordkeeping and type of work performed in the area.
- Customer service methods, problem-solving and conflict resolution methods.
- Applicable federal, state, and University rules and regulations.

Skills and Abilities to:

- Follow applicable federal, state, and University rules and regulations.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Read, understand, follow and enforce safety procedures.
- Supervise, train, coach, and evaluate performance of assigned support staff.
- Assist assigned staff with professional development.
- Determine labor, equipment, and material project costs.
- Prioritize workload and set up work schedules to meet maintenance work demands.
- Supervise and perform building, equipment, and facilities maintenance.
- Perform equipment and work site inspections for compliance with established standards.
- Manage projects to meet demanding and conflicting deadlines.
- Safely use hand and power tools applicable to the trade and cleaning equipment and supplies.
- Oversee safe operation of equipment and working with materials applicable to maintenance trade.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Indoor/outdoor/office environment. Exposed to dust, airborne particles, vapors or other hazards associated with equipment or facilities maintenance including floor projects, door, cabinet and general maintenance repairs; may work in confined areas; work with chemical hazards and hazards associated with equipment and facilities maintenance.

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.