

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, MATERIAL SERVICES

Reports To: Designated Supervisor

UW Job Code: 5047

UW Job Family: 72 – Service/Maintenance/Support

SOC Code: 53-1042

FLSA: Exempt

Pay Grade: 23

Date: 4-1-16

JOB PURPOSE:

Managerial oversight and supervision of the operational, personnel, and budgetary activities of the Physical Plant Material Services Department; which includes Moving Services, Recycling, and Surplus Property.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Hire, train, supervise and evaluate assigned staff including personnel record keeping such as vacation and sick leave balances.
- Assign work schedules; confer with other managers, Physical Plant administrators, and customers to coordinate work projects and discuss operations.
- Supervise and coordinate snow and ice removal, ice control, and sanding operations to maintain a safe environment on campus.
- Supervise and coordinate activities required for excavation and repair of underground utilities of University facilities.
- Supervise and coordinate campus recycling operation, moving services, and surplus property.
- Inspect departmental work and ensure compliance with specifications, budget and industry standards.
- Prepare operational and personnel budget recommendations and monitor expenditures.
- Maintain inventory records; order supplies, equipment and tools as needed.
- Develop project estimates to determine person-hours and materials needed to complete projects.
- Prepare and write specifications and order forms; maintain related records.
- Maintain safe work area to ensure compliance with safety regulations.

SUPPLEMENTAL FUNCTIONS:

- Facilitate and/or participate in safety, technical and management seminars; keep abreast of new developments in masonry, heavy equipment mechanics, heavy equipment operation, and welding.
- Participate in project work as needed.

COMPETENCIES:

- Delegating Responsibility
- Consistency
- Quantity of Work
- Strategic Planning
- Safety Awareness
- Technical/Professional Knowledge

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 commercial driver's license is required**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Occupational hazards and safety precautions of the trade.
- Current trade methods, materials and equipment.
- Applicable university, state and federal regulations.
- Training techniques.
- Basic, routine and advanced mechanical repair and welding.

Skills and Abilities to:

- Plan, supervise, direct, and evaluate the work of skilled or semi-skilled employees.
- Maintain records, budgets, and prepare reports.
- Maintain inventory and order supplies.
- Read, interpret and work from advanced sketches, blueprints, specifications, and construction drawings.
- Communicate clearly and concisely both orally and in writing.
- Work effectively and coordinate with architects, engineers, and customers regarding remodeling and construction.
- Maintain effective supervisory relationships.
- Supervise, manage and coordinate: operation of heavy equipment, mechanical repairs for heavy equipment, welding fabrication or repair, snow and ice removal, control and sanding operations, campus sanitation truck operation.
- Perform work inspections.
- Determine labor, equipment, and material costs on projects.
- Safely and efficiently, operate, repair and maintain associated tools, machinery, vehicles and equipment.

- Train personnel in the current trade methods, techniques and procedures.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Office environment; occasional exposure to electrical, mechanical and chemical hazards, confined spaces and adverse weather conditions.

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.