

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: CUSTODIAL, ASSISTANT SUPERVISOR

Reports To: Designated Supervisor

UW Job Code: 7212

UW Job Family: 72 - Service/Maintenance/Support

SOC Code: 37-2011

FLSA: Non-exempt

Pay Grade: 16

Date: 12-1-17

JOB PURPOSE:

Serve as lead worker in performing general maintenance and/or cleaning work for designated area.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Train support staff; perform or assist in planning, assigning, supervising and evaluating designated support staff.
- Confer with and advise appropriate personnel on problems with facility maintenance and operations.
- Assist with supply purchases and deliveries, as directed.
- Perform duties of Facilities/Grounds Attendant, Senior and/or Facilities/Grounds Attendant (see associated job descriptions).

SUPPLEMENTAL FUNCTIONS:

- May perform scheduled and emergency maintenance and repair on associated equipment.
- Perform special projects, as directed.
- May provide recommendations for equipment and maintenance needs.

COMPETENCIES:

- Delegating Responsibility
- Collaboration
- Technical/Professional Knowledge
- Developing Organizational Talent
- Initiative
- Independence

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **3 years work-related experience**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic maintenance methods, techniques, materials and equipment.
- Basic and advanced cleaning methods, techniques, and materials.
- Custodial practices, machinery, and related equipment.
- Project leadership and staff training methods.
- Applicable university, state and federal regulations, policies and procedures.
- Operation, maintenance, and repair of designated area equipment.
- Building and facilities maintenance, safety and security.
- Occupational hazards and safety precautions of the trade.
- Staff hiring procedures.
- Project management principles, practices, techniques, and tools.
- Customer service standards and procedures.
- Supplies, equipment, and/or services ordering and inventory control.

Skills and Abilities to:

- Read, understand, follow, and enforce safety procedures.
- Follow basic, routine verbal and written instructions.
- Understand and follow specific instructions and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Work as a team member and foster a cooperative work environment.
- Maintain effective supervisory relationships.
- Lead and train staff and/or students.
- Assist in determining and coordinating staffing needs for regularly scheduled, emergency and special events.
- Assist with budget planning and monitor expenditures.
- Safely use hand and power tools applicable to the trade.
- Safely use cleaning equipment and supplies.
- Perform a variety of custodial and cleaning tasks.
- Maintain thorough and accurate records.
- Lift and/or manipulate objects weighing up to 50 pounds regularly and 100 pounds up to one-third of the time.

WORKING CONDITIONS:

Various in/outdoor environments; regular exposure to fumes, odors, and noise; occasionally subject to mechanical, electrical or chemical hazards; may work 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.