

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, STORES

Reports To: Designated Supervisor

UW Job Code: 7306

UW Job Family: 72 - Service/Maintenance/Support

SOC Code: 53-7062

FLSA: Non-exempt

Pay Grade: 20

Date: 7-13-18 (revised 3-1-21)

JOB PURPOSE:

Perform the operational management and inventory control functions of the UW Central Stores Warehouse. Provide effective customer service. Supervise and develop staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the daily operations of the warehouse.
- Schedule staff and student(s) to cover hours of operation.
- Perform budgetary management responsibilities for the Stores warehouse operations.
- Maintain adequate inventory levels using the inventory module of the work order system and databases in use in the department, adjust individual part levels and reorder points as appropriate.
- Supervise, evaluate and develop staff.
- Train staff and students on warehouse operations and departmental processes.

SUPPLEMENTAL FUNCTIONS:

- Assist customers with regard to the material management processes.
- Research products and alternatives, authorize FPC process, authorize material purchases, place orders with procurement card, and approve customer returns.
- Schedule material deliveries and perform forklift jobs as required.

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.