

## **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, TECHNICAL ENGINEERING**

**Reports To:** Designated Supervisor

**UW Job Code:** 3925

**UW Job Family:** 3E - Engineers/Research

**SOC Code:** 17-2199

**FLSA:** Exempt

**Pay Grade:** 27

**Date:** 4-1-95 (revised 7-1-02; 3-31-03; 7-1-04; 10-6-14)

**JOB PURPOSE:**

Manage the operational, financial, and personnel functions of the Arts and Sciences shops and chemical stockroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan financial and personnel management of supervised shops and scientific stockroom according to manpower and equipment available.
- Prepare and submit equipment, personnel and contractual budgets for short and long-term use.
- Manage all shops, scientific stockroom budgets, and revolving accounts to ensure that expenditures and records of activities meet the best interests of each area in the division.
- Perform engineering assignments to assist in expeditious completion of projects.
- Prepare and or supervise the preparation of technical reports for distribution.

**SUPPLEMENTAL FUNCTIONS:**

- Keep abreast of new developments in engineering processes, new materials, components and methods of utilization.
- Develop new processes, methods and techniques, as required.
- Keep records of technical and safety information, as needed.
- Advise principal investigators as to the progress of their projects.
- Instruct a one-credit hour class in machine shop theory and practice.

**COMPETENCIES:**

- Attention to Detail
- Strategic Planning
- Technical/Professional Knowledge
- Safety Awareness

- Formal Presentation Skills
- Quality Orientation
- Work Prioritization & Management
- Innovation

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **5 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- National Institution of Occupational Safety and Health/Occupational Safety and Health Administration and state and local fire codes.
- New developments in engineering processes, new materials, components and methods of utilization.
- Advanced data gathering methods.
- Safe operation of complex lab, chemical, and shop equipment.
- Cost estimation, inventory and purchasing methods including bid request procedures.
- Budget management.
- Project management principles, practices, scheduling, techniques, and tools.
- Engineering principles, practices and procedures and associated regulations.
- Technical and safety record-keeping.
- Faculty and/or staff hiring procedures.
- Organizational structure, workflow, and operating procedures.
- Business practices and procedures.
- Teaching methods, practices, and procedures.

Skills and Abilities to:

- Communicate effectively with support staff and University clientele, both verbally and in writing.
- Manage operational and financial aspects of designated shops and scientific stockrooms.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Plan financial and personnel management of supervised shops and scientific stockroom.
- Supervise the preparation and submission of equipment, personnel and contractual budgets and manage all budgets and revolving accounts.
- Prepare and/or supervise the preparation of technical reports.
- Use personal computers and related software applications.
- Interpret, adapt and apply guidelines and procedures.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Plan and implement programs and complex projects.

- Develop, plan and implement short- and long-range goals.
- Develop and maintain recordkeeping systems and procedures.
- Supervise or determine labor, equipment, and material costs on projects.
- Teach a course in machine shop theory and practice.

**WORKING CONDITIONS:**

Office environment with frequent exposure to chemical, mechanical and electrical hazards within a shop environment.

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.