

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: ATHLETICS OPERATOR/TECHNICIAN I

Reports To: Designated Supervisor

UW Job Code: 7278

UW Job Family: 72 - Service/Maintenance/Support

SOC Code: 37-2011

FLSA: Non-exempt

Pay Grade: 12

Date: 8-1-00 (revised 7-1-02; 7-19-02; 4-26-04; 7-1-04; 4-18-05)

JOB PURPOSE:

Under direct to general supervision, assist in providing general maintenance and cleaning for designated area(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in providing general maintenance, grounds keeping and/or custodial services for designated area(s).
- Assist in setting up and tearing down for special event(s), including moving equipment or furniture; patrol area, as directed.
- Mow, trim, fertilize and seed grass; trim trees and hedges; water area(s) manually or with automatic watering system(s).
- Vacuum, sweep, mop, clean and sanitize restrooms and shower rooms, as directed.
- Operate and ensure proper use of equipment.
- Notify supervisor of damaged fixtures and equipment.
- Some positions may focus on the laundering, repair, and inventory of athletic uniforms and equipment.
- Some positions may travel.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Ability to learn
- Consistency
- Quality Orientation
- Safety Awareness
- Service Orientation
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **None**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic maintenance methods, materials, equipment and techniques.
- Basic cleaning methods, materials, equipment and techniques.
- Athletic equipment maintenance.
- Basic inventory techniques.
- Occupational hazards and safety precautions of the trade.

Skills and Abilities to:

- Understand and follow specific instructions and procedures.
- Read, understand and follow safety procedures.
- Work as a team member and foster a cooperative work environment.
- Safely handle and operate powered grounds maintenance equipment.
- Safely operate cleaning equipment and supplies.
- Perform a variety of groundskeeping tasks.
- Perform a variety of custodial and cleaning tasks.
- Lift and/or manipulate objects weighing up to 100 pounds occasionally.

WORKING CONDITIONS:

Various in/outdoor environments; regular exposure to chemical and biological hazardous materials or conditions; occasional exposure to fumes, odors, noise, dust, mechanical or electrical hazards; occasional exposure to changes in temperature in conjunction with maintenance of facilities/grounds and set up of events; occasionally works in confined or high spaces.

DISTINGUISHING FEATURES:

Athletics Operator/Technician I: Functions under direct to general supervision; emphasis is on providing assistance in general maintenance, grounds keeping/landscaping and cleaning for designated areas.

Athletics Operator/Technician II: Functions under general supervision; emphasis is on providing regularly scheduled, special, or emergency maintenance and cleaning of designated facilities and set up of equipment for special events, as well as grounds keeping/landscaping for designated areas; individuals in this classification supervise student employees.

Athletics Operator Technician III: Functions under limited supervision; emphasis is on providing project/functional supervision in the safe maintenance and preparation of facilities for regularly scheduled, special or emergency events; provide general grounds keeping and/or custodial services for designated area(s); individuals in this classification supervise students and part-time employees.

Athletics Operator/Technician IV: Functions under very limited supervision; emphasis is on supervising, planning, coordinating and inspecting general maintenance, moving, facilities set up or cleaning activities for a designated area; oversees operations and work assignments for special projects as assigned by the Manager; individuals in this classification supervise and train benefited, student and part-time employees.

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.