

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: FACILITY MANAGER, MHRGC

Reports To: Foundation

UW Job Code: 3102

UW Job Family: 32 – Administrative Support

SOC Code: 11-3013

FLSA: Exempt

Pay Grade: 24

Date: 1-1-14

JOB PURPOSE:

Manage, plan, and coordinate, through staff of skilled, semiskilled, and unskilled trade personnel, activities concerned with the operation, repair, maintenance, and construction of facilities, equipment, buildings, and grounds to minimize interruption and improve efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and oversee such matters as design and development of plant facilities, formulation of operating rules, regulations, and procedures. Develop procedures in coordination with other campus departments' use in event of accidents, fires, or other emergencies.
- Inspect plant facilities or review inspection reports, to determine repairs, replacement, or improvements required.
- Contract, hire, train, and supervises building service personnel. Assign workers or contractors to duties such as maintenance, repair, or renovation and may obtain bids for additional work from outside contractors.
- Plan and administer building department budget. Compile records of labor and material costs for operating building and issue cost reports to owners or management. Review reports of expenditures for previous fiscal year and propose improvements to facilities in order to prepare budget estimates for upcoming fiscal year.
- Purchase building and maintenance supplies, machinery, equipment, and furniture. May direct contracted projects to ensure adherence to specifications. May be responsible for procurement of utilities or operations of utility systems. Oversee building technology infrastructure.
- Plan logistics and negotiate contract(s) for events, conferences, events, and meetings with respect to facilities, technology, equipment, logistical requirements, printing, food and beverage, and other related issues.
- Serve as liaison between event organizers, and management with regard to all facets of the programs and events.

- Negotiate terms, execute, and administer multiple contracts with facilities vendors for service, in accordance with budget constraints and company policies and procedures.

SUPPLEMENTAL FUNCTIONS:

- Assess and evaluate programming and services needs and recommend enhancements, changes, or new programs; provide data and assessments on success of respective areas; write articles and papers.
- Serve on department, division, or University committees, as assigned.
- Assist with special projects as assigned.
- Enhance customer relations through the Wyoming Union.

COMPETENCIES:

- Attention to Detail
- Strategic Planning
- Developing Organizational Talent
- Quantity of Work
- Work Tempo
- Negotiation
- Service Orientation
- Initiative

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a business-related field**

Experience: **4 years work-related experience**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Customer relations/service principles and techniques.
- Public relations techniques.
- Current University Regulations and applicable state, federal and local laws and regulations.
- Contract negotiation and preparation.
- Financial/business analysis techniques, budgetary principles, practices and procedures.
- Report preparation, including budget and expenditure tracking.
- Policy development and revision.
- Human resources policies, practices, and procedures.
- Staff training and development.
- Office management and staff supervision.
- Personal computers and word processing, database, and spreadsheet software applications.
- Facility management.
- Marketing strategies, processes, and available resources.

- Budget and revenue development.
- Operation plans and procedures.
- Major project development, implementation, supervision, and assessment.
- Risk management issues as they relate to operating a public facility.
- Lease and/or property management skills.
- Event promotion and production.
- Risk management issues as related to program and event production.
- Security concepts.

Skills and Abilities to:

- Effectively communicate with others, both orally and in writing.
- Evaluate operational procedures/policies and develop and implement new strategies for designated areas.
- Solve problems, resolve conflict.
- Negotiate a variety of contracts and competing issues.
- Manage and supervise projects.
- Lead work groups/committees.
- Maintain accurate and detailed financial and personnel records.
- Meet project deadlines, and manage multiple tasks with continual interruptions.
- Provide budget management, planning, assessment, goals and strategies.
- Make administrative/procedural decisions and judgments.
- Organize resources and establish priorities.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Plan, implement, and evaluate programs.
- Foster a cooperative work environment.
- Use independent judgment to manage and impart information to a range of clientele and/or media sources.
- Work and communicate effectively with diverse campus and community populations.
- Assess contract compliance and product/service quality.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment; occasional travel for training or conferences. May require light lifting or moving of equipment, furniture, and boxes.

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.