

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, PREVENTIVE MAINTENANCE

Reports To: Designated Supervisor

UW Job Code: 3045

UW Job Family: 62 – Crafts/Trades

SOC Code: 47-1011

FLSA: Exempt

Pay Grade: 23

Date: 7-1-02 (revised 7-19-02; 7-1-04; 7-1-06; 7-1-08)

JOB PURPOSE:

Supervise and coordinate the work of staff in the Preventive Maintenance Shop within the Physical Plant department for repair/remodeling and maintenance of University buildings, grounds, and structures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assign work schedules; confer with other managers, Physical Plant administrators, and customers to coordinate work projects and discuss operations.
- Hire, train, supervise and evaluate support staff including personnel record keeping such as vacation and sick leave balances.
- Inspect departmental work and ensure compliance with specifications, budget and industry standards.
- Perform preventive maintenance work for employees on leave, and assist with preventive maintenance work, as needed.
- Maintain nameplate data records and maintain computerized maintenance management system (CMMS).
- Prepare operational and personnel budget recommendations and monitor expenditures.
- Maintain inventory records; order supplies, equipment and tools as needed.
- Develop project estimates to determine person-hours and materials needed to complete projects.
- Confer with architects and engineers regarding remodeling and new construction; review and discuss construction drawings and specifications.
- Prepare and write specifications and order forms; maintain related records.
- Maintain safe work area; ensure compliance with all safety regulations.

SUPPLEMENTAL FUNCTIONS:

- Attend technical and management seminars; keep abreast of new developments in designated trade.
- Participate in project work as needed.

COMPETENCIES:

- Delegating Responsibility
- Safety Awareness
- Technical/Professional Knowledge
- Strategic Planning
- Work Standards
- Initiative

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

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

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic, routine, and advanced electrical systems and wiring principles.
- Basic, routine, and advanced construction drawings, blueprints, sketches, diagrams, and specifications.
- Basic, routine, and advanced preventive maintenance measures and techniques.
- Occupational hazards and safety precautions of the trade.
- Current trade methods, materials and equipment.
- Applicable state and federal regulations.
- Routine and advanced knowledge of applicable local codes.
- Specialty tools and equipment for the trade.

Skills and Abilities to:

- Use tools applicable to the trade.
- Select appropriate materials based on application and amounts required.
- Read, interpret and work from advanced sketches, blueprints, specifications, and construction drawings.
- Read, understand, follow, and enforce safety procedures.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely.
- Communicate effectively both orally and in writing.
- Care for the basic, routine and advanced tools and equipment of the trade.
- Develop and work within project budget, goals and objectives.

- Test and evaluate new materials, tools, and techniques of the trade.
- Maintain effective supervisory relationships.
- Make effective decisions affecting projects.
- Determine labor, equipment, and material costs on projects.
- Manage projects to meet multiple and potentially conflicting timelines.
- Discern colors.
- Move objects weighing up to 50 pounds regularly.
- Work as a team member and foster a cooperative work environment.
- Use computer to maintain records, write documents, and send and receive communications.

WORKING CONDITIONS:

Office environment; occasional exposure to electrical, mechanical and chemical hazards, confined spaces and adverse weather conditions.

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.