

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 III

Reports To: Designated Supervisor

UW Job Code: 7270

UW Job Family: 72 - Service/Maintenance/Support

SOC Code: 37-2011

FLSA: Non-exempt

Pay Grade: 16

Date: 8-1-00 (revised 7-1-02; 7-19-02; 4-26-04; 7-1-04; 4-18-05; 7-1-06)

JOB PURPOSE:

Under general supervision, provide general maintenance and cleaning for designated area(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform regularly scheduled, special or emergency maintenance and/or cleaning on designated facilities.
- Provide setup and tear down for events, including moving equipment or furniture and set up of equipment.
- Lock or unlock designated facilities, as directed.
- Mow, trim, fertilize and seed grass; trim trees and hedges; water area(s) using manual or automatic watering systems.
- Prepare, mark and drag fields and tape floors for intercollegiate and recreational athletic events, as directed.
- Operate and clean manual and power maintenance equipment; perform minor equipment repair.
- Supervise student employees.
- Some positions may focus on the laundering, repair, and inventory of athletic uniforms and equipment.
- Some positions may travel.

SUPPLEMENTAL FUNCTIONS:

- Train support staff; assign duties and inspect areas, as directed.
- Some positions may assist in the supervision of student workers.
- Supervise facility areas, as directed.
- Patrol restrooms, press box and concession area, as directed.
- Perform special projects, as assigned.

COMPETENCIES:

- Consistency
- Delegating Responsibility
- Initiative
- Quality Orientation
- Safety Awareness
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Valid driver's license; may need a CDL**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- General maintenance methods, materials, equipment, and techniques.
- General cleaning methods, materials, equipment, and techniques.
- Athletic equipment maintenance.
- Basic inventory techniques.
- Special events setup and tear down.
- Setup and marking of athletic fields.
- Minor equipment repairs.
- 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.
- Communicate with supervisor, staff and customers.
- Lead and train staff and/or students.
- Maintain effective supervisory relationships.
- Perform basic equipment repairs.

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.