

## **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

**Reports To:** Designated Supervisor

**UW Job Code:** 3121

**UW Job Family:** 3B – Facilities Maintenance

**SOC Code:** 11-3013

**FLSA:** Exempt

**Pay Grade:** 23

**Date:** 6-1-19

### **JOB PURPOSE:**

Manage, plan and coordinate activities concerned with the operation, repair and maintenance of facilities and equipment to minimize interruption and improve efficiency.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage the daily operations of the designated facilities and building operations.
- Manage and plan allocation and utilization of space and resources for designated facilities.
- Hire, train, and supervise support staff in assigned areas.
- Act as liaison for major projects including renovation of existing space and moving of equipment to ensure minimum disruption to core activities; act as a liaison with UW Operations for maintenance of building and grounds; serve as primary point of contact for all construction, repair and maintenance personnel operating in designated facilities; assess work completed by university staff or outside contractors and follow up on any deficiencies.
- Inspect facilities and/or review inspection reports to determine repairs, replacement, improvements or safety recommendations that may be required; perform maintenance as required.
- Coordinate purchases of building and maintenance supplies, machinery, equipment, and furniture; perform periodic inventory reviews.
- Negotiate terms, execute, and administer multiple contracts with facility and equipment vendors for services, in accordance with budget constraints and UW policies and procedures.
- Provide students, faculty, and staff with initial laboratory equipment support; troubleshoot lab equipment issues and coordinate repairs/upgrades with suppliers/vendors.
- Manage building security and access system(s); assist in coordinating building security and work with authorities in event of an investigation; authorize appropriate access to building occupants; respond appropriately to emergencies or urgent issues as they arise.

- Serve as facility safety officer; act as the liaison with UW Environmental Health & Safety and UW Regulated Materials Management Center; ensure designated facilities meet health and safety requirements and comply with legislation and university regulations; coordinate and train departmental safety officers; oversee Chemical, Hygiene and Safety programs.
- Develop facility use procedures/policies; review and update as needed.

### **SUPPLEMENTAL FUNCTIONS:**

- Serve on department, division, or University committees, as assigned.
- Assist with special projects as assigned.

### **COMPETENCIES:**

- Attention to Detail
- Strategic Planning
- Safety Awareness
- Quantity of Work
- Negotiation
- 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:

- Knowledge of facility management and project development.
- Current University regulations and applicable state, federal and local laws and regulations.
- Building design, construction, security and maintenance.
- Operational and maintenance characteristics of electronic office equipment.
- Contract negotiation and preparation.
- Supplies, equipment and/or services ordering and inventory control.
- Report preparation, including budget and expenditure tracking.
- Human resources policies, practices, and procedures.
- Customer relations/service principles and techniques.
- Office management and staff supervision.
- Personal computers and word processing, database, and spreadsheet software applications.
- Operation plans and procedures.
- Major project development, implementation, supervision, and assessment.
- Risk management issues as they relate to operating a public facility.

- 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.
- Ability to schedule events and/or facility usage.
- Negotiate a variety of contracts and competing issues.
- Lead work groups/committees.
- Meet project deadlines, and manage multiple tasks with continual interruptions.
- Resolve conflict.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Foster a cooperative work environment.
- Work and communicate effectively with diverse campus and community populations.
- Assess contract compliance and product/service quality.

### **WORKING CONDITIONS:**

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- May be required to work an on-call schedule.
- Work is normally performed in a typical interior/office work environment; regular exposure to power/manual tool, mechanical, electrical, and chemical hazards; regularly subject to working in confined areas and exposure to dirt, dust, fumes and vapors.

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.