

## **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:** AREA SUPERVISOR

**Reports To:** Designated Supervisor

**UW Job Code:** 7202

**UW Job Family:** 71 - Service/Maintenance/Security Supervision

**SOC Code:** 51-1011

**FLSA:** Non-exempt

**Pay Grade:** 17

**Date:** 4-1-95 (revised 6-14-02; 7-1-02; 7-19-02; 11-1-02; 7-1-04; 7-1-06; 7-1-08)

### **JOB PURPOSE:**

Organize, coordinate and supervise operational duties and assigned personnel in a designated area under general supervision.

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

- Supervise and participate in the operational activities of the designated area including assistance with preparation of reports and maintenance of area records; prepare production reports and formulate work schedules.
- Coordinate assigned operational activities for designated areas.
- Assist in developing and enforcing security, safety, and department regulations and policies.
- Make hiring recommendations; train, supervise and assist in evaluation of work performance of assigned personnel.
- Supervise and inspect work activities of assigned personnel; set up work and daily operations of a designated area; oversee cleaning and routine maintenance of equipment and work area.
- Some positions may work on computers to manage database records and provide data entry work.
- Some positions may collect fees, balance cash drawer, and assist with making deposits.

### **SUPPLEMENTAL FUNCTIONS:**

- May maintain inventory records; order and receive supplies and equipment.
- May assist with budget planning for area and oversee budget expenditures for designated area.

### **COMPETENCIES:**

- Attention to Detail
- Developing Organizational Talent
- Individual Leadership

- Judgment
- Sensitivity
- Work Standards

## **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**
- **Some positions may require Wyoming Commercial Driver License with CDL-C required within two weeks after hire date.**
- **Some positions must pass Department of Transportation drug and physical testing, and within six months following employment, some positions must become certified in PASS (Passenger Assistance Safety and Service), 8-hour Defensive Driving Course, First Aid Certification, and CPR certification.**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Applicable federal, state, local and university rules and regulations related to the operation of the designated area.
- Basic supervisory principles, practices, methods and techniques.
- Occupational hazards and safety precautions of the trade.
- Current methods, materials and equipment applicable to the designated area.
- Supplies, equipment, and/or services ordering and inventory control.
- Planning and scheduling techniques.
- Customer service standards and procedures.

Skills and Abilities to:

- Select appropriate materials based on application and amounts required.
- Understand and carry out oral and written instructions.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Communicate effectively both orally and in writing.
- Read, understand, follow, and enforce safety procedures.
- Move objects weighing up to 50 pounds regularly (some positions require moving objects 50 to 100 pounds regularly).
- Make effective decisions impacting projects.
- Determine labor, equipment, and material costs on projects.
- Manage projects to meet multiple and potentially conflicting timelines.
- Work as a team member and foster a cooperative work environment.

**WORKING CONDITIONS:**

Office/shop/warehouse environments; mobility required to perform functions of area.

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.