

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: CUSTODIAL, MANAGER

Reports To: Designated Supervisor

UW Job Code: 7214

UW Job Family: 71 – Service/Maintenance/Security Supervision

SOC Code: 11-3013

FLSA: Exempt

Pay Grade: 20

Date: 6-1-96 (revised 8-1-00; 7-1-02; 7-19-02; 7-1-04)

JOB PURPOSE:

Coordinate and supervise maintenance work performed for designated facilities and grounds; schedule and coordinate setups for events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and supervise all maintenance and facilities/grounds operations work for assigned area including pesticide application.
- Coordinate and supervise setup, tear down and clean-up of events held at assigned University facilities and grounds.
- Interact with University personnel, private contractors, individuals, and city organizations relative to use, setup and maintenance of facilities and grounds.
- Set work schedules for support staff; provide or schedule training on appropriate safety issues.
- Create and manage expenditure and revenue budget.
- Develop short- and long-range planning for equipment repair and replacement, construction, and preventative maintenance.
- Recommend hiring; train, counsel, supervise, and evaluate work performance of support staff.

SUPPLEMENTAL FUNCTIONS:

- Attend and participate in related conferences as assigned or deemed appropriate.

COMPETENCIES:

- Individual Leadership
- Delegating Responsibility
- Service Orientation
- Safety Awareness
- Consistency

- Work Prioritization & Management
- Judgment

MINIMUM QUALIFICATIONS:

Education: **Associate's degree in a related field**

Experience: **4 years work-related experience including at least 1 year of supervisory experience**

Required licensure, certification, registration, or other requirements:

- **Some positions may require a Wyoming Department of Agriculture Commercial Pesticide Applicator's license.**
- **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic, routine and advanced construction drawings, blueprints, sketches, diagrams, and specifications.
- Occupational hazards and safety precautions of the trade.
- Applicable university, state and federal regulations, policies and procedures.
- Building and facilities maintenance, safety and security.
- Grounds maintenance and turf equipment operations.
- Plant, soil, and insect diseases and control.
- Pest management principles, techniques, agents, and equipment.
- Federal, state, and local regulations, guidelines, and standards pertaining to pest management.
- Safe handling, mixing, application procedures, and storage of herbicide, pesticide and chemical preparations.
- Employee development and performance management processes and procedures.
- Project management principles, practices, techniques, and tools.
- Technical event arrangement requirements including sound and lighting systems, or other specialized equipment.
- Setup and marking of athletic fields including painting and turf preparation methods, procedures and techniques.
- Mountain West Conference and NCAA regulations and standards regarding the setup and marking of athletic fields.
- Advanced athletic field maintenance procedures, techniques, and standards.

Skills and Abilities to:

- 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.

- Maintain effective supervisory relationships.
- Make effective decisions affecting projects.
- Determine labor, equipment, and material costs on projects.
- Organize resources and establish priorities.
- Develop, plan, and implement short and long-range goals.
- Consult with campus population regarding the application of herbicides, pesticides and chemical preparations.
- Use hand and power tools applicable to the trade, including driving motor vehicles.
- Safely and efficiently operate, maintain, and repair equipment, machinery, and tools.
- Safely apply herbicide, pesticide and chemical preparations.
- Supervise and train staff, including organizing, prioritizing, and scheduling work.
- Paint athletic fields to Mountain West Conference and NCAA regulations and standards.
- Determine and coordinate staffing needs for regularly scheduled, emergency and special events.

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.

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.