

## **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, PLUMBING SHOP**

**Reports To:** Designated Supervisor

**UW Job Code:** 3098

**UW Job Family:** 61 – Crafts/Trades Supervisory

**SOC Code:** 47-1011

**FLSA:** Exempt

**Pay Grade:** 24

**Date:** 8-24-06

### **JOB PURPOSE:**

Manage, schedule and coordinate labor and material resources for the Plumbing Shop. Supervise Plumbers/Pipefitters. Coordinate with State and local officials to complete work in compliance with regulations. Inspect department work and campus facilities for plumbing integrity, code compliance and code violations. Research and solve personnel and customer issues.

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

- Manage the labor resources of the Plumbing Shop to effectively and efficiently complete maintenance and project work.
- Manage material resources necessary for completion of maintenance and project work within the Plumbing Shop.
- Communicate with architects, engineers, code officials, and customers to ensure the satisfactory completion of work requests and projects, and to resolve any issues or disputes.
- Communicate with the Trades Manager Senior, other Shop Managers, Service Desk staff and Stores staff to ensure efficient and cost-effective completion of maintenance and project work requests.
- Participate in hiring decisions, train, supervise, and evaluate performance of Plumbers/Pipefitters.
- Develop project estimates and inspect departmental work.
- Retrieve, review, and analyze data from the work order system to ensure efficient productivity, accurate documentation and timely completion of work requests and projects.
- Monitor, evaluate and prepare reports on Work Request activity, shop productivity and budget to actual comparisons.
- Assure adherence to Federal, State, local, and University regulations and applicable codes.

### **SUPPLEMENTAL FUNCTIONS:**

- May perform plumbing work.

**COMPETENCIES:**

- Attention to Detail
- Consistency
- Service Orientation
- Integrity
- Quality Orientation
- Delegating Responsibility
- Adaptability
- Technical/Professional Knowledge

**MINIMUM QUALIFICATIONS:**

Education: **High School Diploma or GED, plus completion of five-year apprenticeship or training program that meets the U.S. Department of Labor requirements**

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

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**
- **Master Plumber license**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Plumbing trade methods and techniques.
- Plumbing equipment and related tools.
- Proper inspections of work projects for compliance with regulations and applicable codes.
- Effective verbal and written communication methods.
- Problem resolution techniques and methods for applicable trade.
- Project, labor, and time management methods and techniques.
- Computer software applications including Microsoft Office, Outlook, Internet Explorer, and Exchange.
- Public relations, communication, and customer service techniques and methods.
- Applicable Federal, State, Local, and University rules, regulations, plumbing, building and construction codes.
- Safety rules and protocol for safe equipment operation and personnel protection.
- Supervision methods and techniques including performance evaluation, coaching, mentoring, and addressing work performance issues through proper University procedures.
- Training methods and techniques.

Skills and Abilities to:

- Provide liaison contact and effective oral and written communications for successful operations.
- Troubleshoot and resolve equipment, labor, and work-related issues.
- Schedule labor for assigned project work.

- Oversee and manage shop operations; assess project work; improve operational effectiveness and efficiency.
- Effectively use computer software applications to process work orders and generate reports.
- Effectively supervise support staff and make recommendations for performance evaluations.
- Lead team and participate in team working environment.
- Perform plumbing work.
- Follow safety rules and applicable Federal, state, local and University regulations and codes.

**WORKING CONDITIONS:**

Plumbing shop environment. Exposed to hazards of plumbing trade including various plumbing equipment, tools and high-pressure steam. Travel to campus or other University work sites.

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.