

## **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, FACILITIES ENGINEERING**

**Reports To:** Designated Supervisor

**UW Job Code:** 3100

**UW Job Family:** 3E - Engineers/Research

**SOC Code:** 17-2051

**FLSA:** Exempt

**Pay Grade:** 27

**Date:** 7-1-07

**JOB PURPOSE:**

Manage and direct the operational, financial, and personnel functions for the Physical Plant Facilities Engineering unit to include providing professional engineering supervision of designs and construction as required by state public works law and providing engineering services and oversight as required to maintain University infrastructure.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise engineers, project professionals, and their construction projects as legally required by state law for engineered public works.
- Provide professional mechanical and electrical engineering services for the University community and the Physical Plant on complicated issues to maximize functionality, cost-effectiveness, energy efficiency and maintainability.
- Review, approve and stamp project estimates, designs and construction contracts as the "Engineer of Record" for the University of Wyoming.
- Establish and oversee the Facilities Engineering unit's budgets.
- Meet with campus community members on engineering issues that affect their programs.
- Work with Physical Plant administration on strategic planning and department workload management.
- Appraise facilities' compliance with fire, building, mechanical and electrical codes.
- Establish short- and long-range operational goals and objectives; establish work schedules to meet various demanding deadlines.

**SUPPLEMENTAL FUNCTIONS:**

- Assure all projects are completed safely.
- Refine energy efficiency of designs.
- Teach engineering staff and skilled craftspeople on technical matters.

- Participate in the interviewing and hiring process for designated positions; may provide training to staff.
- Attend committee meetings and help establish policies and plans for the future.
- Act on behalf of the Deputy Director, in his absence.

**COMPETENCIES:**

- Individual Leadership
- Technical/Professional Knowledge
- Integrity
- Quantity of Work
- Quality Orientation
- Safety Awareness
- Strategic Planning
- Decisiveness

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **5 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Licensure as a Professional Engineer**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Engineering theory, concepts, principles, practices, methods and techniques.
- Building designs, construction, contracts, and maintenance in compliance with associated rules, regulations, and laws.
- Building components, their life cycle and maintenance functions.
- Energy-efficient designs and engineering systems.
- Budget development, monitoring expenditures, projecting cost estimates, and cost containment methods.
- Procurement rules and regulations including bidding processes.
- Applicable local, county, state, federal and University rules, regulations and laws.
- Mechanical and electrical engineering systems, proper building code and ordinance compliance.
- Applicable compliance with safety rules and regulations.
- Proper and lawful usage of Professional Engineering stamp as "Engineer of Record".
- Communication methods and techniques including translation of technical engineering language and terms into lay terms.
- Blueprints, specifications, and drawings, including appropriate interpretations.
- Project management principles, practices, scheduling and prioritization techniques.
- Supervision and coaching methods and practices in compliance with applicable rules, regulations and laws.

- Teamwork concepts and practices in accomplishing work results.

Skills and Abilities to:

- Perform professional mechanical and electrical engineering services.
- Provide effective inspections and determine project progress.
- Perform calculations for "life cycle" of engineering construction projects.
- Develop effective working relationships with a diverse campus community and with Physical Plant employees.
- Provide quality customer professional engineering services.
- Manage the Physical Plant Facilities Engineering unit.
- Understand and comply with applicable building codes, ordinances, local, county, state, federal, and University rules, regulations and laws.
- Perform professional engineering work, including lawfully stamping official documents as designated "Engineer of Record".
- Participate in budget development, project cost containments, cost estimating/projections.
- Provide assistance with strategic planning for future engineering work.
- Support the mission and visions for the Physical Plant, the Division of Administration, and the University of Wyoming.
- Discuss problem issues and possible solutions that arise with appropriate Physical Plant administration.
- Promote a cooperative teamwork environment.

**WORKING CONDITIONS:**

Office, shop, and construction site environment(s); regularly exposed to mechanical and electrical hazards; occasionally subject to dirt, dust, noise, fumes, wetness/humidity, temperature extremes, poor lighting, confined spaces, elevated heights and other hazards of the construction and building trades.

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.