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## Auburn University Job Description

Job Title: **Dir, Property Mgt**

Job Family: No Family

Job Code: **NC05**

Grade FM20 \$86,200 - \$163,800

FLSA status: Exempt

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### Job Summary

Reporting to the Executive Director, University Housing, the Director, Property Management provides overall leadership and supervision of the comprehensive maintenance plan, custodial services, maintenance and mechanical services, building operations, materials procurement, renovations and new construction for University Housing. This includes 30 residence halls in nine neighborhoods and over 4,800 residents on and off campus. This position will work closely with other University areas such as Risk Management, Dining Services, Campus Safety and Security, Facilities Management, and other campus partners to meet the ever-changing facility demands of students while creating a learning environment that supports student success at Auburn University.

### Essential Functions

1. Directs the daily operations oversight of over 4,000 resident bed spaces, two million square feet of building space (University Housing and Dining Services), \$7 million operating budget, and a labor force of over 60 employees. Plans and directs the efficient work activities of supervisors, managers, trades, and other staff; assigning and monitoring work duties and responsibilities; establishes and modifies work methods, schedules and priorities.
2. Develops strong partnerships with other University offices and works collaboratively with a broad array of institutional stakeholders, partners, and colleagues.
3. Oversees outside contracts for facilities maintenance, cleaning, renovation, and new construction.
4. Effectively works and collaborates with several Student Affairs units, including Residence Life, Human Resources, Dining Services, and Information Technology to accomplish the strategic plan of University Housing and Student Affairs.
5. Directs and plans all budgetary and financial facets of facilities and property operations as well as developing and controlling budgets and procurement strategies.
6. Directs, plans, organizes and oversees routine building maintenance, preventive maintenance, work order, building repair, capital and non-capital projects and security/access control programs to ensure the safe and timely execution of all work performed by maintenance personnel.
7. Serves as a member of the University Housing leadership team and other departmental, divisional, or institutional committees as assigned.
8. Works directly with the Office of the University Architect and Facilities Construction Management teams to design, develop, implement, and oversee all new construction and renovation projects insuring University Housing standards and expectations are employed and achieved.
9. Ensures all governmental, state, and University safety programs and standards are followed and adhered to.
10. May perform other duties as assigned by supervisor.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

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*The above essential functions are representative of major duties of positions in this job classification. Specific duties and*

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*The above essential functions are representative of major duties or positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

|                          | <u>Minimum</u>           | <u>Focus of Education/Experience</u>   |
|--------------------------|--------------------------|--|
| <b>Education</b>         | Four-year college degree | Degree in Business, Construction Management, Engineering, Building Science, Architecture or related field  |
| <b>Experience (yrs.)</b> | 7                        | Experience leading and or managing a large facility operations functions (maintenance, utilities, custodial services, etc.) in multi-building environment. At least 2 years' experience supervising full-time staff.<br><br>Preferred experience in an academic setting. |

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of best practices and theories related to facilities operations including but not limited to construction, project, contract, and program management, maintenance and custodial procedures, utility operations, landscaping and grounds maintenance, and construction practices.

Knowledge of building systems and structure requirements related to mechanical, electrical, plumbing systems, utility systems, building codes related to ADA, OSHA, and environmental agency requirements.

Proven skill to plan, organize and manage a variety of services and resources effectively and in keeping with departmental, school and university guidelines.

Knowledge of building, life safety, Americans with Disability Act (ADA), NFPA, Occupational Safety and Health Administration (OSHA) regulations.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines

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and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/8/2021

