AUBURN
Human Resources

Assoc AD, Facilities Operations

Job Description

JOB INFORMATION

Job Code	BA22
Job Description Title	Assoc AD, Facilities Operations
Pay Grade	FM19
Range Minimum	$83,190
33rd %	$105,370
Range Midpoint	$116,470
67th %	$127,560
Range Maximum	$149,740
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	7/20/2026 3:28:34 PM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Athletics Facilities

JOB SUMMARY

Directs and oversees all day-to-day facilities operations and building services for all Athletic Facilities located on the campus of Auburn University.

RESPONSIBILITIES

- Provides leadership and accountability for the execution of day-to-day facilities operations, maintenance, and building services across all Athletics facilities through the effective management of staff and resources.
- Provides operational support and ensures successful progress of small works capital projects in Athletics Facilities. Serves as on-site construction project manager.
- Collaborates with project budget development and monitoring to ensure fiscal goals and responsibilities are met.
- Serves as the primary point of contact for all athletic buildings, coordinating communication and collaboration among staff, management, and external partners to ensure the smooth operation and maintenance of facilities. Serves as a resource for addressing facility-related inquiries, resolving issues, and implementing best practices for usage and event management.
- Provides oversight of facility management of various Athletics facilities, such as Athletics Complex, Neville Arena, Jordan-Hare Stadium, Woltosz Football Performance Center, Plainsman Park, James Martin Aquatics Center, etc.
- Makes recommendations of efficiency improvements, implements, and ensures execution and maintenance of systems and programs, such as energy management, waste control, and work orders.
- Represents Athletics Facilities and serves, as appropriate, on varied committees and groups across campus and in the community.
- Actively monitors facilities and event venues to ensure all are well-maintained, clean, and secure. Provides recommendations and directives to ensure all venues meet all requirements and safety standards for internal and external stakeholders.
- Serves as a team member of game day operations for varied sporting events to ensure facilities are maintained and prepared for game day and constituent activities.
- Serves as a member of the unified command in the Emergency Operations Control booth for home football game days.
- Supervises staff in the execution of maintenance, repairs, and custodial services.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of all job duties.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	with no specific discipline.	and	7 years of	experience in managing facilities maintenance, large-scale construction projects and/or small works projects. Preferably in an institution of higher education or an athletics venue.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of best practices in facility management, maintenance and/or operations, and financial management of projects.	
Thorough knowledge of providing customer service, project management, and personnel management.	
Basic knowledge of Microsoft Word, Excel, Outlook and other basic computer skills preferred.	
An understanding of athletic facilities. Familiarity with maintenance, safety protocols, and compliance standards.	
Understanding of event logistics, crowd management, and safety protocols.	
Knowledge of effective communication techniques, both written and verbal.	
Competence in project budget creation, monitoring expenses, and prioritizing spending.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Labor & Trades

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting			X			
Lifting			X			
Climbing		X				
Stooping/ Kneeling/ Crouching		X				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures				X	
Hazards				X	
Wet and/or humid			X		
Noise					X
Chemical			X		
Dusts			X		
Poor ventilation			X		

Vision Requirements:

No special vision requirements.

Travel Requirements:

None Required