AUBURN
Human Resources

Dir, Athletic Facilities

Job Description

JOB INFORMATION

Job Code	BA23
Job Description Title	Dir, Athletic Facilities
Pay Grade	FM15
Range Minimum	$55,080
33rd %	$67,930
Range Midpoint	$74,360
67th %	$80,790
Range Maximum	$93,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	5/12/2025 3:07:49 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Oversees maintenance, operations, and event coordination for assigned athletic facilities, ensuring safety, functionality, and readiness of a premier collegiate sports venue. Directs facility upkeep, manages renovations, and coordinates event transitions while meeting critical deadlines for seamless programming. Leads event and maintenance personnel, oversees project execution, and manages vendor activities to support coaches, student-athletes, and key stakeholders, ensuring optimal facility performance.

RESPONSIBILITIES

- Oversees the athletic facility maintenance and operations of assigned facilities and athletic surfaces (where applicable), ensuring overall functionality, safety, and compliance.
- Conducts routine inspections of assigned athletic facilities to address safety, functionality, compliance, and visual issues, identifying and addressing repair needs while monitoring overall facility conditions.
- Oversees and coordinates the special events team or students in transitioning spaces for events and practices, ensuring timely setup and takedown to support operational efficiency.
- Collaborates on scheduling and programming for events and practices, working with teams and stakeholders to ensure smooth facility usage and availability.
- Supports coaches and student-athletes by ensuring facilities meet the standards required for optimal training and competitive performance.
- Maintains readiness for all events and practices, accommodating last-minute needs by collaborating with internal and external partners for seamless execution and stakeholder support.
- Meets critical deadlines for broadcast events, ensuring facilities are fully prepared for televised coverage and media expectations.
- Serves as project liaison or facilitator for athletic facility initiatives, coordinating stakeholders and delivering timely, compliant upgrades.
- Responsible for setting timelines, scope, and expectations for work responsibilities, leading event or maintenance staff involved in event setup, takedown, and key project execution.
- Prepares specifications and manages contracts with external vendors and service providers on small public works projects.
- Assists the Assistant AD of Facilities Operations in budget planning and financial management, optimizing operational efficiency and resource allocation across assigned facilities.
- Work may be performed in a mature building, where systems and layouts may differ from modern standards, requiring flexibility and adaptability.

RESPONSIBILITIES

- Provides departmental support and assists with operational needs at other facilities as required.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of 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	May supervise employees but supervision is not the main focus of the job.

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	No specific discipline.	and	5 years of	experience in managing and coordinating facilities, event operations, and/or gameday operations, preferably in an Athletic setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of facilities operations and maintenance to include buildings and sports venues.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

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

PHYSICAL DEMANDS

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

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.