AUBURN
Human Resources

Sr Assoc AD, Ath Facilities Management & Special Events

JOB INFORMATION

Job Code	BA51
Job Description Title	Sr Assoc AD, Ath Facilities Management & Special Events
Pay Grade	FM20
Range Minimum	$90,360
33rd %	$117,470
Range Midpoint	$131,020
67th %	$144,580
Range Maximum	$171,690
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	5/3/2024 11:37:15 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Executive Athletics Director, this position provides senior-level leadership in the strategic planning, oversight, and management of athletics facilities, designated special events, grounds, and the department.

RESPONSIBILITIES

- Oversees and directs facilities operations in the timely delivery of services through work orders, emergency services, renovation projects and minor repairs, and preventative maintenance planning and execution for athletics facilities and properties. Responsible for annual budget development, monitoring, and prioritizing resources to meet the needs of athletics. Oversees budgeting and reporting for facilities department, special events, and other designated projects.
- Serves as a project lead and collaborator with external vendors and internal partners in the execution, tracking, and completion of designated projects. Provides timely and scheduled project and special event updates to executive leadership and others as requested. Cultivates and maintains working relationships with university leaders as they relate to project communications. Collaborates with athletics department leadership to develop long-term facilities improvement plans.
- Plans, organizes, and manages preventative and deferred maintenance schedule, programs, and inspections to strategically ensure athletics facilities and grounds meet standards and requirements in a timely manner. This includes administering policies, programs, and procedures to ensure the safe and timely execution of work performed by maintenance personnel.
- Responsible for Athletic Grounds Services, including turf management, providing directive leadership ensuring the effectiveness of unit and operations. Ensures quality of work produced through others. Ensures athletic fields and turf are safe and prepared for student athletes.
- Oversees appropriate training and resources to ensure the safe operation of facilities staff. Plans and directs the work activities of Athletic Facilities supervisors and staff, assigning and monitoring work duties and responsibilities. Establishes and modifies work methods, schedules, and priorities.
- Supervises the management, execution, and assessment of building services to ensure all athletics facilities are maintained at the highest level of cleanliness daily, for special events, and for practice and competition use. Performs regularly scheduled site visits to the Auburn Athletics facilities to consult with occupant groups and assess facility cleanliness.
- Provides oversight and ensures full operation of special events, including assisting Tigers Unlimited and donor relations, staff and student events, Athletic Director’s special events for home games, other special events, and community relations events. Ensures event planning resources and communication to prospective clients and others using the facilities for events.

RESPONSIBILITIES

- Responsible for Athletics Special Events to include programming, contract and vendor management, logistics, décor, venue management, and event operations. Oversees the Special Events department and staff to include actively monitoring event venues, ensuring all are well maintained, clean, and secure. Develops and oversees a schedule of activity as it relates to event setup, breakdown, and day-to-day event-related activity. Manages event-related inventory supplies.
- Serves as a Facilities Liaison with the University Facilities department and collaboratively works with the Associate AD, Capital Projects on designated projects, events, and operations.
- Serves as a team member of appropriate committees to ensure facilities and grounds are prepared for game day and other designated events to ensure the safety of student-athletes, staff, fans, and guests.
- Complies with all applicable National Collegiate Athletics Association (NCAA), Southeastern Conference (SEC) regulations, Auburn University, and state and federal regulations in the performance of 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	Management, Business Administration, Building Science, Sports Administration or related field.	and	8 years of	Experience leading or managing facilities maintenance, construction, and/or large-scale event operations of a large employer. Experience must include 2 years of supervision, budget oversight, and project management. Experience in a college athletics environment desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of best practices in facility management, maintenance and/or operations, event management, and financial management of projects.	
Capacity to envision long-term improvements and create strategic plans for facility enhancements.	
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 budget creation, monitoring expenses, and prioritizing spending.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	In any state.			

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			
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:

Ability to see information in print and/or electronically.

Travel Requirements:

None Required