AUBURN
Human Resources

Asst Dir, Athletic Facilities

Job Description

JOB INFORMATION

Job Code	BA53
Job Description Title	Asst Dir, Athletic Facilities
Pay Grade	FM12
Range Minimum	$44,690
33rd %	$52,140
Range Midpoint	$55,870
67th %	$59,590
Range Maximum	$67,040
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	5/15/2025 9:08:47 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Coordinates the maintenance, operations, and event logistics of assigned athletic facilities by working with event and maintenance staff. Provides safety, functionality, and readiness by assisting with facility upkeep, event setups, and personnel coordination.

RESPONSIBILITIES

- Coordinates athletic facility upkeep by coordinating equipment maintenance, managing inventory, and ensuring timely resolution of facility issues in accordance with regulations.
- Conducts routine inspections of assigned athletic facility to address safety, functionality, and appearance concerns, upholding readiness for events and practices.
- Coordinates operations and logistics of assigned Auburn University athletic facilities, ensuring functionality, safety, compliance, and exceptional service to stakeholders.
- Manages scheduling of programs, events, and practices by collaborating with internal and external partners for seamless execution and stakeholder support.
- Supports coaches and student-athletes by providing optimal facility conditions for competitive performance.
- Serves as a key point of contact and liaison for assigned facilities, coordinating vendors, service providers, and project stakeholders.
- Monitors maintenance schedules, procurement of equipment/services, and operational standards to promote cost-effectiveness and high performance.
- Assists in coordinating event and maintenance personnel, helping set timelines, defining scopes of work, and communicating expectations for responsibilities for the assigned facility.
- Supports the Director of Athletic Facilities in developing and implementing maintenance plans, supporting facility upgrades, and addressing last-minute demands.
- 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	No supervisory responsibilities.

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	3 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			
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.