AUBURN
Human Resources

# Supv, Athletics Facilities Zone Maintenance & Operations

## JOB INFORMATION

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|---|---|
| Job Code | BB61 |
| Job Description Title | Supv, Athletics Facilities Zone Maintenance & Operations |
| Pay Grade | FM16 |
| Range Minimum | $60,590 |
| 33rd % | $74,730 |
| Range Midpoint | $81,800 |
| 67th % | $88,870 |
| Range Maximum | $103,000 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 130 Director Intercollegiate Athletics |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 6/6/2023 |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Reporting to the Manager of Athletics Facilities Zone Maintenance & Operations, the Supervisor of Athletics Facilities Zone Maintenance & Operations is responsible for supervising and leading the maintenance efforts for Auburn University's Athletic Department, which includes athletic buildings, stadiums, administrative units, other auxiliary units and vendor partners. Supervises skilled trades personnel and executes maintenance work orders to address any building deficiencies or problems that may arise. Responsible for executing maintenance work orders to ensure the Athletics Facilities are kept operational and fully support the University's athletic and student-athlete performance and training mission.

## RESPONSIBILITIES

- Leads and supervises a team of multi-trade technicians responsible for both corrective and preventative maintenance tasks within assigned facilities. Corrective maintenance may include maintenance projects.
- Ensures all work performed by Athletic Facilities trades personnel and contractors meet the high standards set by Auburn University and Athletics. Communicates policies and procedures clearly to staff members and ensures they are consistently adhered to. Ensures all work is completed safely, on time, and in compliance with applicable regulatory agencies.
- Meets with clients on a regular basis to understand their facility needs ensuring support can be provided.
- Ensures quality and timely responsiveness of assigned maintenance activities, including after-hours response to emergency calls.
- Oversees work assignments to meet organizational goals and client deadlines in support of the Athletics Facilities Zone Maintenance & Operations department guidelines and mission.
- Directly supervises assigned staff and participates in the recruitment of staff positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.
- Ensures timely and accurate data is maintained in the work management system to provide proper reporting for clients and senior leadership within Athletics. Investigates and respond to clients’ queries, complaints, and other issues to meet and satisfy client needs. Tracks status of work accomplishments, analyzes data, and prepares reports, and recommendations in support of increasingly higher levels of performance and productivity.
- Maintains records and documentation of work activities, supplies, and equipment. Assists in the development of procedures and operating instructions for safe, accurate, and quality work performance and updates on project status.

## RESPONSIBILITIES

- Responsible for budget coordination for the zone. Maintains communication with the Manager of Athletics Facilities Zone Maintenance & Operations regarding issues or matters of importance.

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

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| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |

## 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 | |
|---|---|---|---|---|---|
| High School Diploma or GED | | and | 6 years of | experience in construction and trades administration. Must have 1 year of supervising full-time employees. | |

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|---|---|
| Substitutions Allowed for Experience | Yes |

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Knowledge of building maintenance and operations such as electrical, carpentry, and plumbing codes, OSHA Standards, and environmental management regulations (ADEM). | And |
| Knowledge of working within a work order system and Microsoft Office software. | And |
| Knowledge of building systems, blueprints, CADD, and construction principles. | And |
| Ability to manage and motivate people and effectively communicate with customers and employees. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| DL NUMBER - Driver License, Valid and in State | | Upon Hire | Required | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| 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 | |
| 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.