AUBURN
Human Resources

Mgr, Athletics Facilities Zone Maintenance & Operations

JOB INFORMATION

Job Code	BB62
Job Description Title	Mgr, Athletics Facilities Zone Maintenance & Operations
Pay Grade	FM17
Range Minimum	$65,730
33rd %	$83,260
Range Midpoint	$92,020
67th %	$100,790
Range Maximum	$118,310
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	5/7/2025 2:13:09 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reports to the Assistant Athletics Director of Facilities & Operations, the Athletics Facilities Zone Maintenance & Operations Manager is responsible for the overall management and coordination of all Athletic Facilities with regards to maintenance, repairs, project construction, and staff. Establishes short- and long-term plans, priorities, and requirements for all maintenance and operational activities for the Athletics facilities. Acts as a primary contact for assigned athletic facilities. Oversees the Supervisor of Athletics Facilities Maintenance & Operations and staff. Assists in planning and implementing infrastructure upgrades for Athletics Facilities.

RESPONSIBILITIES

- Responsible for the overall management and coordination of all Athletics facilities with regards to maintenance, repairs, project construction, and staff. Supervises the Supervisor of Athletics Facilities Zone Maintenance, & Operations and technicians.
- Provides direction and planning for facility and maintenance needs related to events held for assigned athletic facilities.
- Develops plans related to the repair and replacement of crucial systems in Athletics facilities including HVAC, lighting, emergency power, elevators, access control, fire alarms, water supply and waste disposal.
- Effectively communicates with stakeholders to provide updates on work progress, address issues promptly, and respond to inquiries with clarity.
- Assists in planning and implementing infrastructure upgrades for Athletics Facilities.
- Works closely with Facilities Management, Design Services, and Campus Services to develop maintenance, repair, and renovation projects to properly maintain Athletics Facilities.
- Directs and coordinates preventative maintenance programs to ensure the seamless operation, safety, and longevity of critical facility systems and infrastructure. Proactively schedules and supervises routine inspections, repairs, and servicing of equipment—such as HVAC, electrical, plumbing, and structural components.
- Provide departmental support and assist with operational needs at other facilities as required.

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	In Building Science, Architecture, Engineering, Business, or related field.	and	5 years of	Experience in managing facilities to include construction and maintenance. Must have 2 years of supervising full time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Understanding of building infrastructure, life safety systems, event preparation, maintenance requirements, and a base knowledge of the different construction and maintenance trades such as electrical, HVAC, mechanical, carpentry and painting as well as the ability to balance the needs of Athletic staff, coaches, student athletes, and fans.	

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

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.