AUBURN
Human Resources

Supv, Athletics Building Services

Job Description

JOB INFORMATION

Job Code	BB72
Job Description Title	Supv, Athletics Building Services
Pay Grade	FM13
Range Minimum	$47,270
33rd %	$56,730
Range Midpoint	$61,460
67th %	$66,180
Range Maximum	$75,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	6/13/2025 4:12:40 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Responsible for leading and managing custodial operations across Auburn University's Athletic Department. This includes athletic buildings, stadiums, administrative units, auxiliary facilities, and oversight of third-party custodial vendors. This is a working supervisory role, requiring both leadership and hands-on custodial work in designated zones to ensure facilities are maintained to the highest standards of cleanliness, safety, and readiness for daily operations and events.

RESPONSIBILITIES

- Supervises, trains, and supports custodial staff in daily operations; provides hands-on custodial support as needed, including working independently in assigned zones; oversees third-party custodial vendors and ensures contract compliance; conducts regular inspections to ensure quality control, including floor care, custodial closets, and overall facility cleanliness.
- Coordinates and executes custodial services for daily activities, special events, and game days; maintains and monitors custodial equipment inventory and oversees maintenance and repair of equipment such as floor machines, extractors, and vacuums; develops and implements floor care schedules and ensures timely execution.
- Maintains accurate records of employee timecards, absences, work orders, and supply purchases; monitors and manages the custodial services budget; approves and manages custodial supply purchases and inventory.
- Hires, trains, and provides ongoing feedback to custodial staff; plans and conducts safety and equipment training sessions; assesses training needs and develops curriculum and materials; tracks employee training and development activities. Due to the building specialists being exposed to bloodborne pathogens, ensure staff are trained, certified, and follow American Red Cross standards for cleaning and disposing of bodily fluids and other hazardous materials.
- Serves as the primary point of contact for facility users regarding custodial services; addresses and resolves complaints or concerns related to custodial work; ensures clear communication of policies and procedures to all staff.
- Responds to after-hours calls for emergencies, special events, and inclement weather; assesses and reports facility conditions during emergencies and advises leadership accordingly.
- Conducts regular evaluations of custodial operations to identify efficiencies and areas for improvement; ensures compliance with safety standards and proper use of cleaning chemicals and techniques.
- 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	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	or equivalent.	and	5 years of	experience in custodial services, supervision of custodial staff, and/or facilities management. Experience in an athletic or large institutional setting is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong leadership, organizational, and communication skills.	
Knowledge of custodial equipment, cleaning methods, and safety protocols.	
Ability to work flexible hours, including evenings, weekends, and holidays as needed.	
Ability to manage and motivate people, as well as the ability to 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	Valid driver's license.	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	

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.

Travel Requirements:

None Required