AUBURN
Human Resources

Admstr II, Land & Facilities

Job Description

JOB INFORMATION

Job Code	CA29B
Job Description Title	Admstr II, Land & 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
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/6/2012

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Oversees and coordinates activities of a conservation education center and serves as the on-site manager responsible for maintenance and upkeep of the land and facilities.

RESPONSIBILITIES

- Responsible for the day-to-day management of the land ensuring that the property is well kept and presentable to include grounds, buildings and fields.
- Acts as supervisor, technical advisor, and program administrator for work crews, interns, and other personnel using the property.
- Informs department head of work progress, present and potential problems, and makes suggestions for new or improved ways of addressing problems.
- Develops an inventory plan and maintains inventory, orders supplies, materials, and equipment when needed.
- Coordinates and oversees all support functions associated with the scheduling of visiting groups.
- Develops and communicates work details and assigned schedules with crew leaders, group leaders, campers, and visitors concerning upcoming trips and keeps those groups up-to-date concerning schedules, etc. throughout their visit.
- Coordinates and oversees the preparation, planning, and execution of special events and activities.
- Maintains all records, paperwork, and other documents associated with groups (work related or educational) that are on the property.
- Leads tours and provides informational handouts and brochures to individuals or groups who may visit the land.
- May prepare plots for research.

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	
Bachelor's Degree	Degree in Natural Resources, Management, Business, Agricultural Business, or Agricultural related fields.	and	4 years of	Experience in land management and operations	

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 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
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.