AUBURN
Human Resources

Auburn Research Park Operations Manager

Job Description

JOB INFORMATION

Job Code	HC79
Job Description Title	Auburn Research Park Operations Manager
Pay Grade	RE12
Range Minimum	$85,940
33rd %	$108,860
Range Midpoint	$120,310
67th %	$131,770
Range Maximum	$154,690
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	1/29/2026 4:57:24 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Operations

JOB SUMMARY

Oversees daily operations and facility management within the Auburn Research Park, ensuring efficient, reliable services for tenants and partners. This role supports the Park's continued growth by managing operational performance, coordinating strategic initiatives, and contributing to the Park's role in advancing Auburn University's research and economic development objectives.

RESPONSIBILITIES

- Oversees all building and grounds operations, including preventive maintenance, repair identification and scheduling, and coordination with AU Facilities and external contractors. Engages regularly with service providers such as custodial teams, plumbers, electricians, and other technicians to resolve facility issues.
- Manages the work-order process by ensuring requests are current, accurately assigned, properly scheduled, and completed in a timely manner.
- Evaluates the condition, performance, and efficiency of mechanical, electrical, and plumbing (MEP) systems across the Auburn Research Park. Develops maintenance and repair plans, conducts inspections during renovation and repair projects, and recommends funding when necessary.
- Maintains comprehensive records of work activities, supplies, and equipment. Develops and updates business plans, standard operating procedures, and work instructions to support safe, consistent, and high-quality operations. Provides regular status updates on maintenance and repair activities.
- Conducts business retention visits, documents key information, tracks trends, and prepares annual reports with recommendations for programs or policies that support tenant needs.
- Assists with planning, coordination, and oversight of construction projects within the Auburn Research Park.
- Participates in all Owner/Architect/Contractor (OAC) meetings, representing the unit alongside or in place of the Director of the Auburn Research Park as needed.
- Serves as the primary lead for implementing and maintaining the Emergency Response Action Plan for all Auburn Research and Technology Foundation (ARTF) facilities.
- Prepares facilities for changing or severe weather conditions to ensure continuity of operations and tenant safety.

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	May supervise employees but supervision is not the main focus of the job.

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 is required. A Degree in Engineering, Construction Management, or related field is desired.	and	6 years of	experience managing, overseeing, or operating large, complex building operations, facilities, and/or maintenance.	Or

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of mechanical, electrical, and plumbing (MEP) systems, preventive maintenance practices, and facility operations.	
Knowledge of construction processes, contractor coordination, OAC meeting protocols, and capital project workflows.	
Knowledge of emergency response planning, risk mitigation, and relevant regulatory or safety standards.	
Skilled in coordinating daily operations, managing work orders, prioritizing tasks, and maintaining accurate documentation.	
Skilled in working effectively with tenants, contractors, university partners, and internal staff, including conducting business retention visits and presenting recommendations.	
Ability to assess facility conditions, evaluate system performance, identify issues, and develop practical solutions or funding recommendations.	
Ability to oversee multiple operational functions, construction support tasks, and emergency response initiatives simultaneously.	
Ability to understand technical reports, maintenance data, system specifications, and construction documents to make informed decisions.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Labor & Trades

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting			X			25 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts			X		
Poor ventilation			X		

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.

Additional Special Requirements:

This position requires the flexibility to work non-standard hours, including evenings, nights, weekends, and occasional holidays, to support operational needs and ensure continuity of services.