AUBURN
Human Resources

Research & Innovation Campus Engineer

Job Description

JOB INFORMATION

Job Code	HU09
Job Description Title	Research & Innovation Campus Engineer
Pay Grade	H33
Range Minimum	$84,990
33rd %	$103,690
Range Midpoint	$113,030
67th %	$122,380
Range Maximum	$141,080
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/13/2023

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

JOB SUMMARY

Reporting to the Director, Engineering Research Operations, the Research and Innovation Campus Engineer manages the AU Research and Innovation Campus (AURIC), located in Huntsville, and serves as the Facility Manager for the buildings at AURIC.

RESPONSIBILITIES

- Oversees all management aspects of the buildings and grounds including upkeep with preventative maintenance, identifying and scheduling repairs, and working with contractors to ensure all issues are being addressed. Meets with contractors working within the facility that may include cleaning crew, plumbers, electricians, IT, etc.
- Works with the Campus Coordinator as they schedule internal and external groups using spaces within the AURIC. May require setting up facilities for events, coordinating with caterers, and staying after hours for evening or weekend functions.
- Inspects all spaces (event hall, auditorium, conference rooms, catering kitchen, offices, laboratories, etc.) on a regular basis to ensure items are in proper working order. Serves as a liaison with AU Engineering Network Services and AU Office of Information Technology to ensure AV and IT items within all spaces are working correctly.
- Works with faculty and staff to ensure facilities are set up to meet research needs.
- Oversees on-site safety, under the direction of the Safety Manager of the AU Samuel Ginn College of Engineering and works with AU Research Security for building security needs for AURIC. May assist with determining which areas can be accessed by employees or visitors.
- Works with faculty and staff within the Applied Research Institute, which conducts applied research in the broad area of Advanced Manufacturing (additive manufacturing, digital engineering, space manufacturing, and cyber-security), to ensure facilities are set up to meet research needs and will perform research as needed.
- May supervise employees but supervision is not the main focus of the job.
- Works with faculty and staff to ensure facilities are set up to meet research needs.

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	Degree in Engineering or related field.	and	2 years of	Experience managing, overseeing, or operating large, complex building operations, facilities, and/or maintenance. Must have 1 year of experience in overseeing various support personnel.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of assessment, and strategic planning, reservation procedures, and building operations.	
Knowledge of event planning and office procedures and practices.	
Knowledge of building security systems.	
Strong organizational and communication skills	
Strong Excel and Word skills. Dependable, ability to multi-task, make timely decisions, and work both independently and in teams.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Must be a U.S. Citizen and able to obtain a US Government Security Clearance.	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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.