AUBURN
Human Resources

Supv, Building Operations

Job Description

JOB INFORMATION

Job Code	NB03
Job Description Title	Supv, Building Operations
Pay Grade	FM13
Range Minimum	$47,270
33rd %	$56,730
Range Midpoint	$61,460
67th %	$66,180
Range Maximum	$75,640
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/29/2012

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Responsible for the supervision, maintenance and repair of buildings, grounds, and facilities.

RESPONSIBILITIES

- Supervises and performs a variety of carpentry tasks such as wood and metal framing; installing or replacing doors, windows, and locks; roofing; flooring; finish carpentry; etc.
- Supervises and performs a variety of plumbing tasks such as welding, cutting, and threading of steel pipe systems; setting of fixtures and equipment; repair and maintenance of fixtures and equipment; etc.
- Ensures that all Health Department and OSHA regulations are met on a daily basis.
- Performs preventative maintenance on air conditioning units such as air filters and coils.
- Supervises, performs, and maintains records of electrical work including the layout and installation of the internal and external conduit and associated electrical devices to ensure local codes are met.
- Documents project and employee information and submits reports or orders required inventory/equipment through appropriate channels.
- May read and interpret blue prints and shop drawings in order to perform assigned work responsibilities.
- May perform other specialized tasks (such as pool maintenance, etc.) related to upkeep of buildings, grounds, and facilities.

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	High School Diploma or equivalent	and	5 years of	Experience in managing, carpentry, plumbing, and electrical work	

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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of building maintenance and operations such as electrical, carpentry, and plumbing codes, OSHA Standards, and environmental management regulations (ADEM).	
Developed supervisory skills.	

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	
Humidity				X	
Wet				X	
Noise				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.