AUBURN
Human Resources

Asst Supv, Facility Maint

Job Description

JOB INFORMATION

Job Code	NB36
Job Description Title	Asst Supv, Facility Maint
Pay Grade	FM10
Range Minimum	$37,800
33rd %	$44,100
Range Midpoint	$47,250
67th %	$50,400
Range Maximum	$56,700
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/15/2011

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Property Management

JOB SUMMARY

Provides on-site supervision for custodial and maintenance services of facilities/buildings across campus as well as preparation of facilities/buildings for events.

RESPONSIBILITIES

- Coordinates and plans for cleaning and maintenance (including but not limited to carpentry, plumbing, electrical, and similar tasks) throughout building/facilities.
- Supervises work to ensure that assigned areas are properly maintained and that tasks are completed in a timely and safe manner and in compliance with the appropriate regulatory agencies.
- Supervises the distribution and collection of supplies and equipment for daily work as well as for special events.
- Maintains work records and documentation of work activities, supplies, and equipment so that time and equipment is accounted for.
- Communicates with others orally and in writing in order to keep them aware of work activities and progress and to answer questions.\
- May train and evaluate performance in areas of custodian and maintenance services.
- May assist in the setup and removal of chairs, tables and equipment.

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 preventive maintenance practices	

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 facilities maintenance procedures and techniques.	
Developed supervisory skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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	
Hazards				X	

WORKING ENVIRONMENT

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

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