AUBURN
Human Resources

Supv, Ath Fac Maintenance

Job Description

JOB INFORMATION

Job Code	NB81
Job Description Title	Supv, Ath Fac Maintenance
Pay Grade	FM12
Range Minimum	$44,690
33rd %	$52,140
Range Midpoint	$55,870
67th %	$59,590
Range Maximum	$67,040
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/7/2011

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Supervises and coordinates the building support activities of an athletic facility or facilities.

RESPONSIBILITIES

- Assists with managing and coordinating the work and responsibilities of personnel by reviewing tasks, inspecting jobs, and revising instructions.
- Monitors, directs, and participates in facilitation, set up, and clean up.
- Inspects all areas of the building(s) for cleanliness, orderliness, safety, ease of passage, and aesthetic quality.
- Identifies maintenance problems throughout the building(s) and performs maintenance work or schedules work with facilities staff to resolve problems.
- Assists with purchase, collection, and distribution of parts, supplies and equipment.
- Communicates with others to keep them informed of work progress, respond to complaints and answer questions.
- May assign and perform additional maintenance/custodial duties as needed.

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	2 years of	Experience in building care, custodial services and event support	

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 facility operations to include electrical codes, plumbing, and OSHA regulations.	
Ability to read blueprints.	

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.