AUBURN
Human Resources

Asst Supv, Preventive Maintenance

Job Description

JOB INFORMATION

Job Code	NB85
Job Description Title	Asst Supv, Preventive Maintenance
Pay Grade	FM14
Range Minimum	$52,000
33rd %	$62,400
Range Midpoint	$67,600
67th %	$72,800
Range Maximum	$83,200
Exemption Status	Non-Exempt
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JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides on-site supervision and coordination of the maintenance efforts of the Preventive Maintenance shop serving Auburn University. Reporting to the Supervisor, Preventive Maintenance, responsible for coordinating the daily tasks of a maintenance workforce consisting of skilled trades personnel assigned to the shop. Responsible for planning and performing preventative maintenance work and executing maintenance work orders to correct and repair building deficiencies to keep campus facilities operational in support of the University's academic, research, and outreach mission.

RESPONSIBILITIES

- Coordinates the daily tasks performed by University multi-tradespersons and contractors ensuring that all involved meet University standards and contract requirements. Communicates with assigned subordinate staff to ensure policies and procedures are understood and maintained. Ensures that work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.
- Assists in diagnosing problems; performing repairs; and replacing parts related to HVAC, electrical, plumbing, and/or mechanical equipment. Provides technical advice and support to technicians, monitors the repair of equipment, and provides maintenance inspections.
- Assists with ensuring that timely and accurate data is maintained in the work management system to provide proper reporting for clients and senior leadership within Facilities and the University. Investigates and responds to client's queries, complaints, and other issues to meet and satisfy client needs.
- Ensures the quality and timely responsiveness of assigned maintenance activities, including after-hours response to emergency calls. May work outside of normal operating hours and days to assist in managing special projects or maintenance emergencies.
- Maintains awareness of records and documentation of work activities, supplies, and equipment. Communicates with the Supervisor, Preventive Maintenance to keep them aware of activities within the department. Assists in the development of procedures and operating instructions for safe, accurate, and quality work performance and updates on project status.
- Provides some coordination among Maintenance department’s zones and shops, other Facilities Management departments, outside contractors, and Auburn University customers and visitors ensuring that maintenance activities are coordinated and communicated. Communicates with stakeholders to keep aware of activities, maximize efficiencies, answers questions, and resolves issues.
- Participates in the recruitment of multi-trade positions including reviewing resumes and participating in interviews. Assists with performance review evaluations in collaboration with supervisor.
- Assists in meeting with clients on a regular basis to understand their facility needs and collaborates with supervisor to plan preventive maintenance and ensure that support can be provided.
- Collaborates with supervisor to provide budget coordination for the shop. Assists in overseeing shop purchases and material requests.

RESPONSIBILITIES

- Maintains responsibility for personal safety and the safety of others by following established safety procedures, using required personal protective equipment, identifying and reporting unsafe conditions, and completing required safety training.

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 construction and trades.	

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 preventative maintenance processes, procedures, and practices; HVAC, plumbing, and electrical building systems;	
Blueprints and shop drawings; and construction principals.	
Knowledge of working within a work order system and Microsoft Office software.	
Ability to effectively communicate with customers and employees.	
Ability to effectively utilize and learn technology systems, software applications, computers, tablets, and mobile devices to plan work, communicate with employees and customers, document activities, monitor operational performance, and support departmental objectives.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any 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			50-100lbs
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	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.