AUBURN
Human Resources

Maintenance Engineer

Job Description

JOB INFORMATION

Job Code	NB92
Job Description Title	Maintenance Engineer
Pay Grade	FM20
Range Minimum	$90,360
33rd %	$117,470
Range Midpoint	$131,020
67th %	$144,580
Range Maximum	$171,690
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/31/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of Maintenance, the Maintenance Engineer serves as the University's lead engineer and technical expert for facility and building maintenance issues in support of the Facilities Management organization responsible for maintaining over 250 campus facilities totaling over 7 million square feet of building space. This position directly manages Technical Experts in assigned disciplines, as well as the preventative maintenance function of the Maintenance Department. Responsible for leading, directing, and managing a team of plumbing, mechanical, and electrical Technical Advisors to provide in-depth technical support in solving difficult facility problems encountered by the four (4) Facilities Maintenance Zones and eight (8) Facilities Maintenance Shops. This team is expected to be the most knowledgeable experts on campus within their respective trades/fields. Plays a key role in ensuring the successful execution of over 15,000 maintenance work orders annually to correct and repair building deficiencies and problems as required to keep campus facilities operational in support of the University's academic, research, and outreach mission.

RESPONSIBILITIES

- Serves as the chief technical expert of mechanical, electrical, and plumbing systems for the Maintenance Department. Diagnoses and troubleshoots the most comprehensive complex issues on campus. Establishes preventative methods and training programs for new construction projects to uphold building maintenance standards.
- Develops plans, programs, and processes to maintain the mechanical, electrical, and plumbing systems in the University buildings across campus. Keeps up-to-date with technology to ensure issues are resolved efficiently and effectively.
- Continuously assesses the quality, efficiency, and condition of mechanical, electrical, and plumbing systems across campus and develops maintenance/repair programs and processes to address issues. Conducts inspections on repair and renovation projects to assess and request funding, if needed.
- Develops and manages assigned operating budget to ensure labor, material, overtime, and contract expenditures are maintained as allowed.
- Assesses and enforces the safety programs as required to ensure the safety of employees in all areas.
- Ensures the professional growth of each direct report/team member through performance coaching, goal setting, and routine talent development dialogue ensuring scheduling and attendance at training and educational opportunities. Ensures and promotes an inclusive and diverse environment that supports the growth and success of all.
- Manages assigned staff and participates in recruitment of positions including reviewing resumes, participating in interviews, and conducting performance evaluations. Assists in resolving employee relations issues.

RESPONSIBILITIES

- Maintains records and documentation of work activities, supplies, and equipment. Develops and maintains business plans, procedures, and operating instructions for safe, accurate, and quality work performance and updates on maintenance/repair status.

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	
Bachelor's Degree	Degree in mechanical engineering, electrical engineering, or closely related field.	and	7 years of	Experience in managing or directing Mechanical and/or Electrical Engineering activities, preferably in a large university setting. Must have at least 1 year experience directly managing full-time technical staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of mechanical, plumbing, and electrical engineering practices, blueprint reading, construction practices, and computer applications such as web based work order system and Microsoft Office software.	
Must have above average customer service skills and high level verbal (and written) communication skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Professional Engineer (PE) License	Professional Engineer (PE) license is required.	Upon Hire	Required	And
Professional Engineer (PE) License	Mechanical or Electrical Engineering is desired.	Upon Hire	Desired	And
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					
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.