AUBURN
Human Resources

Asst Supv, Building Operations

Job Description

JOB INFORMATION

Job Code	NB95
Job Description Title	Asst Supv, Building Operations
Pay Grade	FM09
Range Minimum	$36,630
33rd %	$41,510
Range Midpoint	$43,950
67th %	$46,390
Range Maximum	$51,270
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/12/2019

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Assists with the supervision, maintenance, and repair of buildings, grounds, and facilities.

RESPONSIBILITIES

- Assists with the coordination and support of events and functions.
- Assist with daily set-up of meetings and event spaces.
- Provides audio-visual applications and/or services for meeting and events.
- Assists with ensuring the building and grounds are safe, secure and all Health Department and OSHA regulations are met.
- Assists in performing a variety of maintenance tasks including, but not limited to, carpentry, plumbing, and air conditioning.
- Assists with building cleaning and custodial needs.
- May perform other specialized tasks (such as pool maintenance, etc.) related to the 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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	3 years of	Experience in building operations preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of health and safety codes.	

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	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.