AUBURN
Human Resources

Dir, Property Management

Job Description

JOB INFORMATION

Job Code	NC05
Job Description Title	Dir, Property Management
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	9/8/2021

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Executive Director, University Housing, the Director, Property Management provides overall leadership and supervision of the comprehensive maintenance plan, custodial services, maintenance and mechanical services, building operations, materials procurement, renovations and new construction for University Housing. This includes 30 residence halls in nine neighborhoods and over 4,800 residents on and off campus. This position will work closely with other University areas such as Risk Management, Dining Services, Campus Safety and Security, Facilities Management, and other campus partners to meet the ever-changing facility demands of students while creating a learning environment that supports student success at Auburn University.

RESPONSIBILITIES

- Directs the daily operations oversight of over 4,000 resident bed spaces, two million square feet of building space (University Housing and Dining Services), $7 million operating budget, and a labor force of over 60 employees. Plans and directs the efficient work activities of supervisors, managers, trades, and other staff; assigning and monitoring work duties and responsibilities; establishes and modifies work methods, schedules and priorities.
- Develops strong partnerships with other University offices and works collaboratively with a broad array of institutional stakeholders, partners, and colleagues.
- Oversees outside contracts for facilities maintenance, cleaning, renovation, and new construction.
- Effectively works and collaborates with several Student Affairs units, including Residence Life, Human Resources, Dining Services, and Information Technology to accomplish the strategic plan of University Housing and Student Affairs.
- Directs and plans all budgetary and financial facets of facilities and property operations as well as developing and controlling budgets and procurement strategies.
- Directs, plans, organizes and oversees routine building maintenance, preventive maintenance, work order, building repair, capital and non-capital projects and security/access control programs to ensure the safe and timely execution of all work performed by maintenance personnel.
- Serves as a member of the University Housing leadership team and other departmental, divisional, or institutional committees as assigned.
- Works directly with the Office of the University Architect and Facilities Construction Management teams to design, develop, implement, and oversee all new construction and renovation projects insuring University Housing standards and expectations are employed and achieved.
- Ensures all governmental, state, and University safety programs and standards are followed and adhered to.

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	Supervises others with full supervisory responsibility.

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 Business, Construction Management, Engineering, Building Science, Architecture or related field	and	7 years of	Experience leading and or managing a large facility operations functions (maintenance, utilities, custodial services, etc.) in multi-building environment. At least 2 years' experience supervising full-time staff. Preferred experience in an academic setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of best practices and theories related to facilities operations including but not limited to construction, project, contract, and program management, maintenance and custodial procedures, utility operations, landscaping and grounds maintenance, and construction practices.	
Knowledge of building systems and structure requirements related to mechanical, electrical, plumbing systems, utility systems, building codes related to ADA, OHSA, and environmental agency requirements.	
Proven skill to plan, organize and manage a variety of services and resources effectively and in keeping with departmental, school and university guidelines.	
Knowledge of building, life safety, Americans with Disability Act (ADA), NFPA, Occupational Safety and Health Administration (OSHA) regulations.	

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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.