AUBURN
Human Resources

Assoc VP, Facilities Operations

Job Description

JOB INFORMATION

Job Code	NC19
Job Description Title	Assoc VP, Facilities Operations
Pay Grade	FM24
Range Minimum	$154,610
33rd %	$200,990
Range Midpoint	$224,180
67th %	$247,370
Range Maximum	$293,750
Exemption Status	Exempt
Organizational use restricted to the following divisions	102 Vice President-Facilities Mgmt
Approved Date:	10/28/2026 9:45:03 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Vice President for Facilities Management, provides senior-level strategic leadership, oversight, and direction for a broad portfolio of Facilities Management operations, including maintenance, utilities and energy, campus services, safety, landscape services, and parking and transportation services. Provides executive leadership to ensure the effective stewardship of university infrastructure and operational resources and the delivery of safe, reliable, efficient, and customer-focused services. Ensures assigned operations are strategically aligned with Auburn University's priorities, daily operational requirements, campus planning efforts, and long-term institutional needs.

RESPONSIBILITIES

- Provides executive leadership and strategic direction for Facilities Operations. Develops and implements comprehensive strategies aligning assigned operations with Facilities Management and University priorities. Promotes innovation, continuous improvement, benchmarking, and the adoption of technologies and practices to improve efficiency, service delivery, and organizational effectiveness.
- Provides executive oversight for a diverse portfolio of campus operations and services, including maintenance, utilities and energy, campus services, safety, landscape services, parking, and transportation. Establishes expectations for operational performance, reliability, safety, customer service, and accountability, while ensuring effective coordination across assigned organizations.
- Directs the strategic management of financial and organizational resources across assigned operations, including operating budgets, revenue-generating activities, capital investments, contracts, and other resources. Establishes priorities and allocates resources to support fiscal responsibility, operational effectiveness, infrastructure needs, and long-term organizational sustainability.
- Provides strategic oversight to ensure facilities operations, campus infrastructure, parking, transportation, mobility, and access considerations are effectively integrated with campus planning and University priorities. Collaborates with internal and external partners on matters involving infrastructure, land use, transportation, university events, and other initiatives affecting campus operations and the campus experience.
- Leads and develops senior-level directors and organizational leaders, ensuring effective workforce planning throughout assigned operations. Establishes expectations for performance management, succession planning, employee development, organizational readiness, and a culture of accountability, collaboration, innovation, safety, and service excellence.
- Builds and maintains strategic relationships with university leadership, campus partners, governmental and regulatory agencies, the City of Auburn, industry organizations, and other external stakeholders. Represents Facilities Management and Auburn University on matters involving facilities operations, infrastructure, transportation, sustainability, regulatory compliance, and other areas within the assigned portfolio.

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	in Architecture, Engineering, Construction Management, Building Science or a closely related field.	and	10 years of	experience in executive-level leadership and management of complex operational organizations, including strategic planning, financial and resource management, organizational leadership, stakeholder engagement, and oversight of facilities, infrastructure, or related operational services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong understanding of sustainability practices and green building standards.	And
Excellent communication and interpersonal skills.	
Strong leadership and organizational skills.	
Proven track record in strategic planning, financial management, and operational leadership.	

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	And
	Professional Engineering License if degree is in engineering	Upon Hire	Required	Or
	NCARB Registered Architect License if degree is in architecture	Upon Hire	Required	Or
Certified Project Management Professional (PMP)-PMI	PMI Project Management Professional Certification if degree is in construction management/building science, information technology, or business-related field	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.