AUBURN
Human Resources

VP, Facilities Management

Job Description

JOB INFORMATION

Job Code	NC26
Job Description Title	VP, Facilities Management
Pay Grade	FMUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Organizational use restricted to the following divisions	102 Vice President-Facilities Mgmt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/1/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Responsible for providing a wide array of facilities-related services to the Auburn campus, including campus master planning, project programming, design and construction, facilities maintenance, utilities, custodial services, campus services, and landscaping. Serves as the campus lead to ensure that campus facilities and infrastructure support the mission of the university.

RESPONSIBILITIES

- Leads and directs the Facilities Management organization to provide high-quality services to the Auburn campus community.
- Leads and manages the personnel within Facilities Management to create a positive work environment, characterized by teamwork, diversity, respect, personnel development, communication and engagement, and high motivation.
- Leads and directs the University's capital project program, including the planning, programming, design, bidding, and construction of capital projects. Leads and directs the execution of maintenance and repair projects for campus facilities and infrastructure, including the design, bidding, and construction of such projects.
- Leads and directs campus operations to include preventive maintenance, corrective maintenance, utility production and distribution, custodial services, mail, recycling, and landscape services.
- Performs as lead staff officer for projects and issues brought to the Board of Trustees Property and Facilities Committee, including the development of memorandums and resolutions and briefings to be presented to the Board of Trustees for approval.
- Serves as a trusted advisor to the President, Senior Vice President for Business and Administration/CFO, Provost, Deans of Colleges, and campus Vice Presidents on facility-related matters.
- Serves as the Assistant Chair of the Executive Facilities Committee, ensuring that the committee is provided with the information needed to make major decisions regarding campus facilities, projects, and initiatives.
- Leads and directs process, procedure, and business practice improvements to enhance the efficiency and effectiveness of facilities services to campus clients.

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 Engineering, Architecture, Construction Management, or related field.	and	10 years of	experience in a senior management role with demonstrated successful leadership experience in a large complex organization.	

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 and ability to apply best practices in facilities management.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Professional Engineer (PE) License			Desired	Or
Certified Project Management Professional (PMP)-PMI			Desired	Or
Other	National Council of Architectural Registration Boards (NCARB) Licensure		Desired	

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			Up to 10 pounds
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.