AUBURN
Human Resources

Asst Dir, SA Facilities Operations

Job Description

JOB INFORMATION

Job Code	NC30
Job Description Title	Asst Dir, SA Facilities Operations
Pay Grade	FM15
Range Minimum	$55,080
33rd %	$67,930
Range Midpoint	$74,360
67th %	$80,790
Range Maximum	$93,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/9/2020

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Student Center Director, this position oversees project management plans within the Student Center, provides leadership to designated employees, as well as manages the daily operations of a facility or multiple facilities to include assigning work, managing vendors, monitoring building conditions, and verifying work orders.

RESPONSIBILITIES

- Oversees and manages the daily operations for multiple buildings, facilities, and venues, as well as directs multiple services across multiple locations which include, but are not limited to, custodial services, conference and meeting services, audio visual services, maintenance projects and building renovation projects.
- Oversees and monitors building conditions, identifies maintenance issues, and assigns staff to respond to work order requests in order to resolve such issues.
- Coordinates the development and implementation of emergency plans with AU Campus Safety and Security.
- Recruits, hires, leads, directs, develops, trains, and supervises a team of approximately 20 personnel supporting the facilities operations needs for both the AU Student Center Department and Student Activities Center, to include assigning duties, validating work progress and outcomes, and conducting performance reviews.
- Reviews, analyzes, and manages inventory throughout the Student Center, AU Chapel, Student Activities Center, and other facilities. Maintains building card access and key distribution.
- Oversees the coordination of event set-ups, audio/visual needs, and other technology for multiple venues. Ensures high service quality, customer satisfaction, and stays abreast of relevant technology advancements that may enhance such quality and satisfaction.
- Oversees the monitoring and analysis of departmental expenditures for the Student Center, Student Activities Center, and AU Chapel. Participates in the development of the departmental budget as it pertains to project financial projections and upgrades.
- Plans and develops short- and long-term departmental goals and projects, including coordinating with outside vendors and project managers.

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	Management, Business Administration, or related field	and	7 years of	Experience in facility operations with increasing levels of responsibility and accountability, as well as managing multiple tasks and various resources. Must have at least 3 years' experience directly supervising full-time employees.	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of facilities management, to include budget practices.	And
Knowledge of audio/video technology and troubleshooting.	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.