AUBURN
Human Resources

Exec Dir & Chief Maintenance Officer

Job Description

JOB INFORMATION

Job Code	NC31
Job Description Title	Exec Dir & Chief Maintenance Officer
Pay Grade	FM23
Range Minimum	$134,440
33rd %	$174,770
Range Midpoint	$194,940
67th %	$215,100
Range Maximum	$255,440
Exemption Status	Exempt
Organizational use restricted to the following divisions	102 Vice President-Facilities Mgmt
Approved Date:	12/11/2024 5:38:58 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Directs and manages the daily maintenance and repair of all campus buildings including overall management of the campus-wide preventative maintenance program. Establishes policy, practices, standards, technical support, KPIs, metrics, and training standards for use in the maintenance of campus facilities to be used by all university units.

RESPONSIBILITIES

- Establishes, implements, and maintains university-wide standards for preventative maintenance programs and corrective maintenance processes and systems.
- Oversees the direction of the daily operations of the Facilities Management maintenance organization serving the academic and administrative spaces of the University including electrical, plumbing, mechanical and HVAC, carpentry, roof, signage, painting, general trades, and automotive repair service and maintenance-related operations.
- Develops and maintains a long-range maintenance planning program for all university facilities that utilizes a standardized facility condition assessment (FCA) program to inform the plan development. Integrally involved in the execution of FCA's for all AU organizations
- Provides reporting to AU leadership on the state of all university buildings.
- In partnership with Risk Management & Safety and the FM Safety Manager, establishes safety standards and safety training for maintenance work to be used by all AU units.
- Provides technical "reach-back" and engineering expertise to units outside of FM through the FM maintenance organization as well as through internal coordination with FM Planning, Design & Construction.
- Develops and maintains standardized KPIs and metrics to track performance.

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, Building Science, or related field.	and	8 years of	experience in leading maintenance activities in a multi-building campus environment. Experience shows increasing levels of responsibility and accountability.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Valid Drivers License	Upon Hire	Required	And
Professional Engineer (PE) License		Upon Hire	Required	Or
	NCARB Registered Architect	Upon Hire	Required	Or
Certified Project Management Professional (PMP)-PMI		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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.