AUBURN
Human Resources

Mgr, Facilities Operations

Job Description

JOB INFORMATION

Job Code	NC32
Job Description Title	Mgr, 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
Approved Date:	1/15/2026 11:43:18 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages the daily operations of a facility or multiple facilities to include assigning work, managing vendors, monitoring building conditions, and verifying work orders.

RESPONSIBILITIES

- Carries out administrative duties including monitoring budgets, carrying out policies and procedures, and developing goals and specifications related to the operation of the buildings/facilities.
- Manages inventory throughout the facility (or facilities).
- Communicates with others to keep them informed of work progress, responds to complaints, and answers questions.
- Serves as the point of contact for outside contractors ensuring work is completed to contract specifications.
- Oversees custodial, grounds, pest control, furnishings, and electronic services throughout the building(s).
- Responsible for building(s) access and key distribution while maintaining accurate records.
- May coordinate all room arrangements as requested by customers and ensures that arrangement is in compliance with the Office of Safety and Environmental Health.
- May coordinate emergency plan for building(s).
- May be responsible for scheduling, placement, and upkeep of the concessions trailer campus wide.

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	no specific discipline required	and	5 years of	experience in managing multiple tasks and various resources	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of facility operations to include electrical, plumbing, OSHA regulations, and state and federal contract guidelines.	

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					
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.