AUBURN
Human Resources

Spec, Huntsville Facilities Support

Job Description

JOB INFORMATION

Job Code	NC36
Job Description Title	Spec, Huntsville Facilities Support
Pay Grade	FM12
Range Minimum	$44,690
33rd %	$52,140
Range Midpoint	$55,870
67th %	$59,590
Range Maximum	$67,040
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	11/4/2026 10:15:05 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Serves as a facility operations and safety professional responsible for ensuring the safe, efficient, and compliant operation of research, administrative, and shared-use facilities at the Auburn University Applied Research Institute (ARI). Provides guidance to administrators and stakeholders on safety, regulatory, and operational issues; oversees facility safety and compliance programs; coordinates maintenance and corrective actions; and supports emergency preparedness, risk mitigation, and continuity of operations planning.

RESPONSIBILITIES

- Conducts comprehensive inspections of laboratory facilities, equipment, utilities, safety systems, and building infrastructure to identify safety, security, environmental, and operational risks; independently evaluates findings, recommends corrective actions, and advises administrators on risk mitigation strategies.
- Monitors and promotes compliance with applicable environmental, health, safety, radiation safety, laser safety, and occupational safety requirements established by Auburn University and regulatory agencies; provides guidance to administrators and stakeholders regarding regulatory obligations, compliance risks, and corrective measures.
- Assists the Campus Engineer with facility operations, maintenance, repair, planning, and improvement activities for assigned buildings, including monitoring HVAC, electrical, plumbing, ventilation, emergency power, and related building systems; interpreting construction drawings, technical schematics, and equipment specifications; coordinating maintenance, troubleshooting, preventive maintenance, and improvement activities with contractors, vendors, project teams, researchers, and university stakeholders; and supporting facility planning, budgets, training, performance standards, and recommendations for operational or capital improvements.
- Oversees the monitoring and operational readiness of facility safety systems, including emergency eyewash stations, safety showers, fire extinguishers, alarm systems, emergency lighting, ventilation systems, and building access controls; identifies deficiencies and initiates corrective actions as necessary.
- Maintains safety signage, hazard communication materials, equipment labeling, permits, inspections, regulatory records, and other compliance documentation to ensure accuracy, accessibility, and adherence to established requirements.
- Coordinates and tracks corrective actions and maintenance activities resulting from safety inspections, audits, regulatory reviews, equipment deficiencies, and identified hazards; exercises independent judgment in prioritizing issues and recommending resolutions.
- Supports emergency preparedness and response efforts, including evacuation planning, spill response, emergency coordination, business continuity planning, and post-incident follow-up activities.

RESPONSIBILITIES

- Develops, delivers, and updates safety training programs, policies, procedures, and best practices that strengthen regulatory compliance, reduce institutional risk, and promote a culture of safety throughout the organization.
- Ensures facility operations maintain a safe and compliant environment for personnel, researchers, visitors, and contractors by monitoring workplace conditions, evaluating safety concerns, investigating incidents and near misses, and recommending corrective or preventive actions.
- Coordinates annual inspections, readiness reviews, and compliance assessments of radiation vaults, accelerator spaces, laser laboratories, and other controlled-access areas; advises laboratory leadership and administrators regarding deficiencies, corrective actions, and operational impacts.
- Provides radiation safety support, including dosimetry and badge management, monitoring safety systems, maintaining regulatory postings, coordinating with Radiation Safety personnel, and advising stakeholders on radiation-related safety requirements and best practices.

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	May supervise employees but supervision is not the main focus of the job.

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	and	2 years of	laboratory, research, industrial, or facility maintenance and safety, regulatory comp liance, or environmental health and safety programs. Experience supporting radiation and laser safety programs is desired.	Or
High School Diploma or GED		and	4 years of	laboratory, research, industrial, or facility maintenance and safety, regulatory comp liance, or environmental health and safety programs. Experience supporting radiation and laser safety programs is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of building systems and infrastructure, including HVAC, electrical, plumbing, life safety, access control, and building automation systems.	
Knowledge of maintenance, repair, and preventative maintenance practices in commercial, industrial, laboratory, or research facilities.	
Skill in reading and interpreting building plans, blueprints, technical drawings, and construction specifications.	
Skill in utilizing Microsoft Office Suite applications, including Outlook, Word, Excel, PowerPoint, and Project, to support communication, documentation, reporting, and project coordination.	
Ability to communicate effectively and collaborate with senior leadership, contractors, consultants, project teams, and other stakeholders.	
Ability to troubleshoot facility and building system issues; coordinate repairs and maintenance activities; and support the repair or replacement of building components, including plumbing fixtures, doors, locks, electrical equipment, and related infrastructure.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	U.S. Citizen	Upon Hire	Required	And
	Able to obtain a U.S. Government Security Clearance	Upon Hire	Required	And
	Valid, In-State Driver's License	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Security Clearance

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Healthcare & Safety

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting				X		100 lbs
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 temperatures		X			
Hazards				X	
Wet and/or humid			X		
Noise					X
Chemical				X	
Dusts			X		
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.

Additional Special Requirements:

This position may be required to work flexible and non-standard schedules, including evenings, weekends, and holidays, to support research operations, facility maintenance, emergency preparedness, and continuity of operations activities.