AUBURN
Human Resources

Dir, Campus Services

Job Description

JOB INFORMATION

Job Code	NC38
Job Description Title	Dir, Campus Services
Pay Grade	FM21
Range Minimum	$101,660
33rd %	$132,150
Range Midpoint	$147,400
67th %	$162,650
Range Maximum	$193,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/30/2019

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages the daily operations of the Campus Services department within Facilities Management including vendor provided services, contract services, pest services, waste management and recycling, service support, classroom building management, mail services, and special events set-up and take-down.

RESPONSIBILITIES

- Leads, directs, and supervises the personnel of the Auburn University Campus Services Department.
- Manages budgetary activities and oversees cost accounting and funds expenditures for Campus Services Operations.
- Provides technical knowledge, expertise, and directions to various departmental employees for the more difficult tasks and projects.
- Plans and develops long and short term departmental goals; plans activities and projects.
- Prepares and approves contract bids and orders that meet the contractors requirements.
- Oversees contract services such as custodial management, waste/recycling management, and pest control.
- Coordinates with facility supervisors for set up and break down of special events.
- Coordinates with project managers on new or renovated buildings to determine requirements and priorities and to ensure they are properly equipped as specified by Dean, faculty, department head, and/or others as appropriate.
- Provides staffing data/input for new and renovated buildings.
- Establishes appropriate policies and procedures that maintain strong customer relationships and deliver quality services with a high level of customer satisfaction.

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	Degree in Management, Public Administration, Business Administration, or relevant field.	and	7 years of	Management experience in a large and complex service organization. Experience in contract oversight and management. Must have at least two years' experience managing full-time employees. Maximum use of substitution is 2 years education for experience.	

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 personnel management; Contract procurement and management; Human resources policies and procedures; Accounting principles; and Microsoft office including Word, Excel, Access.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any 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	
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.