AUBURN
Human Resources

Mgr, Building Plan & Systems

Job Description

JOB INFORMATION

Job Code	NC54
Job Description Title	Mgr, Building Plan & Systems
Pay Grade	FM13
Range Minimum	$47,270
33rd %	$56,730
Range Midpoint	$61,460
67th %	$66,180
Range Maximum	$75,640
Exemption Status	Exempt
Approved Date:	12/8/2025 2:23:20 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Coordinates the operation and maintenance of assigned buildings and facilities to include repairing HVAC and electrical distribution systems as well as other equipment.

RESPONSIBILITIES

- Inspects all rooms on a regular basis to identify any deficiencies related to equipment or building and coordinates a resolution with internal personnel and external vendors.
- Repairs and maintains buildings, facilities, and equipment to include (but not limited to) fire safety, plumbing, HVAC, electrical, drainage, and specialized scientific equipment.
- Assists in the planning of facility needs to include space management, building renovations, and new construction.
- Maintains records and documentation regarding work activities, supplies, and equipment used.
- Oversees and manages laboratory safety and security issues within assigned buildings to include training personnel on OSHA safety procedures and maintaining, controlling, and coordinating physical key and electronic access to buildings, classrooms, and office spaces.
- Coordinates with Facilities Division Personnel to ensure college-occupied buildings and their immediate grounds are maintained/operated at a high level, within the daily schedule, communicating with all parties concerned in a positive manner.
- Assists Project/Contract managers with the monitoring of contracts and work performed by various contractors providing services to buildings including but not limited to environmental services, pest control and solid waste management/recycling, to ensure that outsourced contractors meet all project/contract requirements in a timely manner, completed within the work duration of the contract.
- Serves as the primary point-of-contact (i.e., 24/7 availability by phone or other communications channels) to whom all building occupants may conveniently address emergencies, general concerns, and complaints about building operations, safety, or cleanliness.
- Communicates with AUFM, faculty, staff, and college leadership, to keep them aware of activities and work progress, facilitate contracts, and answer various questions.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	
High School Diploma or GED	High School Diploma or equivalent		10 years of	Experience with repair and maintenance of buildings to include HVAC and electrical distribution systems, scientific equipment, computer equipment and programs, and multimedia technology	

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 HVAC systems, electrical distribution systems, and pneumatic operations.	
Ability to read blueprints, to diagnose and repair HVAC, electrical distribution systems, and computer and multi-media equipment.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.