AUBURN
Human Resources

Asst Mgr, Facilities Operation

Job Description

JOB INFORMATION

Job Code	NC61
Job Description Title	Asst Mgr, Facilities Operation
Pay Grade	FM14
Range Minimum	$52,000
33rd %	$62,400
Range Midpoint	$67,600
67th %	$72,800
Range Maximum	$83,200
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/15/2011

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Assists in the management of the daily building support operations of a facility or multiple facilities to include supervising and assigning work, overseeing custodial care, minor maintenance, facilities, and meeting room arrangements and audio visual support.

RESPONSIBILITIES

- Inspects all areas of the building(s) for cleanliness, orderliness, safety, ease of passage, and aesthetic quality.
- Assists with major event planning, facilitation, day-to-day room set up and audio visual needs, and clean up.
- Identifies and resolves maintenance problems throughout the building(s) either by performing minor maintenance work or coordinating work with facilities staff.
- Responsible for monitoring and maintaining the supply budget.
- Purchases, collects, stores, and distributes supplies and equipment.
- Communicates with others to keep them informed of work progress, respond to complaints and answer 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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	and	2 years of	Experience in building care, custodial services and event support	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of facility operations to include electrical codes, plumbing, and OSHA regulations.	
Ability to read blueprints.	

MINIMUM LICENSES & CERTIFICATIONS

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