AUBURN
Human Resources

Asst Dir, Property Management

Job Description

JOB INFORMATION

Job Code	NC63
Job Description Title	Asst Dir, Property Management
Pay Grade	FM18
Range Minimum	$73,950
33rd %	$93,670
Range Midpoint	$103,520
67th %	$113,380
Range Maximum	$133,100
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/14/2022

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Property Management

JOB SUMMARY

Under general supervision of the Director, Property Management, manages warehouse, maintenance and mechanical units/operations and related contracted services serving Housing, Dining, and others as required.

RESPONSIBILITIES

- Plans, organizes, directs, and evaluates daily activities of a multi-unit organization as it relates to the maintenance, repair, and operations of mechanical equipment and building systems (plumbing, electrical, mechanical, and other), Dining facilities and equipment including establishing and managing a preventative maintenance program.
- Plans and directs the efficient work activities of supervisors, staff, temporary, and student employees; assigns and monitors work duties and responsibilities; establishes and modifies work methods, schedules, and priorities.
- Manages assigned staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues and develops and trains staff.
- Establishes and administers programs, policies, procedures, and processes to ensure the safe and timely execution of all work performed by Maintenance personnel. Develops policies and procedures designed to increase production, efficiency, and effectiveness or the organization and improve quality of facilities served.
- Oversees and coordinates multiple improvement projects through project initiation, design, construction, and completion as they pertain to student housing, campus dining, and other properties to ensure compliance. Monitors and oversees authorized budgets of assigned projects to maintain the financial integrity of each project.
- Manages and coordinates projects and contractual activities for multiple entities/vendors, university departments, and in-house units ensuring work is completed within compliance of code, terms of contracts, and quality of work.
- Oversees all inventory and supplies including chemicals, tools, equipment, material, and supplies ensuring compliance with all state and federal purchasing laws.
- Assists with budget development by receiving, compiling, and providing budgetary information, cost, projections, and time lines for future projects.

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 Building Science, Architecture, Engineering, Business or relevant field.	and	7 years of	Experience in commercial and residential construction or commercial and residential building maintenance to include HVAC and refrigeration.	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge and understanding of building maintenance and repair; including electrical, plumbing, mechanical, and carpentry.	
Knowledge of current building codes and practices, and OSHA standards.	
Knowledge of work management systems, federal and state purchasing laws and regulations.	
Ability to schedule, plan, staff, and oversee multiple projects simultaneously; including emergency repairs, preventative maintenance, scheduled maintenance and repairs, renovations and new construction.	
Ability to manage and effectively communicate with customers and employees.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	And
	EPA universal refrigerant license, or ability to obtain within 120 days of employment.	within 120 Days	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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.