AUBURN
Human Resources

Dir, Maintenance

Job Description

JOB INFORMATION

Job Code	NC68
Job Description Title	Dir, Maintenance
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:	9/10/2026 11:45:42 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Directs and manages the daily maintenance and/or repair of all campus buildings including overall management of the campus-wide preventative maintenance program and University-owned vehicle and equipment repair.

RESPONSIBILITIES

- Directs the daily operations of multi-department maintenance organization serving the University to include electrical, plumbing, mechanical/HVAC, carpentry, roof, signage, painting, general trades, and automotive repair service and maintenance related operations.
- Provides leadership and direction for supervisors, managers, skilled trades personnel, administrative staff, and temporary or student employees by establishing performance expectations, assigning and overseeing work activities, and optimizing work methods, schedules, staffing resources, and operational priorities to achieve departmental objectives.
- Provides leadership and oversight for the maintenance and preventive maintenance programs, ensuring the effective planning, scheduling, inspection, repair, and maintenance of facilities, building systems, and equipment, as well as the timely execution of work orders, building repairs, and minor renovation projects.
- Develops, implements, and administers maintenance programs, policies, procedures, and processes that ensure the safe, timely, efficient, and effective execution of all maintenance activities while addressing the evolving operational need of the University.
- Develops, tracks and monitors metrics as related to the Maintenance unit capabilities and operations.
- Plans, directs, and coordinates an integrated campus signage program.
- Directs game day support services provided by Facilities Management prior to and during football season to ensure fan safety and comfort and to minimize facility and infrastructure damage.
- Manages the annual operating budget for the department and oversees cost accounting within the operation sections of assigned departments.
- Assesses staff performance and formulates performance standards and expectations.
- Oversees appropriate training of staff; identifying training needs; developing and implementing training activities.
- Ensures all governmental and University safety programs and standards are followed and adhered to.

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, or related field.	and	7 years of	Experience in leading maintenance activities in a multi-building campus environment.	

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 building systems and structure requirements related to mechanical, electrical, plumbing systems, utility systems, building codes related to ADA, OHSA, and environmental agency requirements.	

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.