AUBURN
Human Resources

Asst Dir, Campus Services

Job Description

JOB INFORMATION

Job Code	NC74
Job Description Title	Asst Dir, Campus Services
Pay Grade	FM20
Range Minimum	$90,360
33rd %	$117,470
Range Midpoint	$131,020
67th %	$144,580
Range Maximum	$171,690
Exemption Status	Exempt
Approved Date:	9/10/2026 11:49:36 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Assists in the direction, management, and oversight of the progression and execution for departments such as, but not limited to Custodial Services, Recycling and Waste Reduction, Service Support, Work Management, Mail Services, Materials Warehouse, Classroom Building Management, and Contract Services & Pest Control.

RESPONSIBILITIES

- Assists in leading, directing, and supervising the personnel of Auburn University's Campus Services.
- Provides oversight of day to day operations of Campus Services and serves as backup support to the director of Campus Services.
- Ensures that all contracts of Campus Services are executed in a professional and legal manner, consistent with University and State procurement policy to include managing the process contract requirement development, bidding and procurement, proposal review and selection, change order execution and contract closeout.
- Manages the entire set of contracted (outsourced) services provided by the Custodial Services unit for all clients on Auburn University Campus.
- Directs various departments within Campus Services as assigned to ensure that services are effectively and efficiently delivered throughout campus.
- Directs and leads the long range custodial efforts of Campus Services.
- Develops and initiates efforts to continually improve upon existing departmental processes and procedures.
- Assists in the implementation and management of quality assurance/quality control programs for Campus Services.
- Keeps supervisors and designated others fully and accurately informed concerning work progress, including present and potential problems and makes suggestions for new or improved ways of address problems.

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 related field.	and	5 years of	Experience in management of support personnel in multiple service departments.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of program management, project management, project execution processes, facilities management, maintenance engineering, construction and maintenance processes and practices and budgeting principles.	

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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.