AUBURN
Human Resources

Asst Dir, Maintenance

Job Description

JOB INFORMATION

Job Code	NC76
Job Description Title	Asst Dir, Maintenance
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:	2/3/2026 2:09:17 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Assists in the oversight of campus-wide maintenance operations, staff supervision, and budget management to ensure safe, efficient, and high-quality facility services. Coordinates with internal clients, contractors, and events to support maintenance projects, special events, and continuous operational improvements.

RESPONSIBILITIES

- Directs and coordinates routine and preventive maintenance activities across campus facilities, ensuring timely response to service requests and adherence to safety and quality standards.
- Serves as a primary point of contact for internal clients, addressing concerns, providing updates, and ensuring satisfaction with maintenance services through clear and proactive communication.
- Assists in planning, budgeting, and executing maintenance-related projects, including renovations and infrastructure upgrades, while coordinating with contractors, vendors, and internal stakeholders.
- Collaborates with event planners and campus departments to ensure maintenance and facility readiness for special events, including setup, breakdown, and on-call support.
- Supervises maintenance staff, promotes professional development, enforces policies and procedures, and fosters a culture of accountability, safety, and continuous improvement while ensuring staff performance is evaluated against established standards.
- Oversees cost accounting and budget management for operational sections within assigned departments. Reviews and analyzes departmental expenditures and prepares annual budget submissions, including projections for new building maintenance, temporary staffing (employees and students), and contracted maintenance services.
- Develops, tracks and monitors metrics as related to the Maintenance unit capabilities and operations.

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	
Bachelor's Degree	with no specific discipline.	and	7 years of	experience in construction, maintenance, and project management. 5 years' experience must be leading and managing within a large facilities organization and in managing a large facilities maintenance or construction programs.	Or

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of program and project management, construction and maintenance practices, processes, and procedures, building codes related to ADA, OSHA, 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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.