AUBURN
Human Resources

Supv, Preventive Maintenance

Job Description

JOB INFORMATION

Job Code	NC88
Job Description Title	Supv, Preventive Maintenance
Pay Grade	FM16
Range Minimum	$60,590
33rd %	$74,730
Range Midpoint	$81,800
67th %	$88,870
Range Maximum	$103,000
Exemption Status	Exempt
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JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Supervises and leads the maintenance efforts of the Preventive Maintenance shop, serving Auburn University. Reporting to the Maintenance Engineer, responsible for supervising and leading a maintenance workforce consisting of skilled trades personnel assigned to the shop. Responsible for planning and executing preventative maintenance work and overseeing maintenance work orders to correct and repair building deficiencies to keep campus facilities operational in support of the University's mission.

RESPONSIBILITIES

- Provides leadership and supervision of multi-trade maintenance technicians for the effective and efficient completion of all preventative maintenance work requirements, assigned maintenance projects, and other specialized tasks.
- Ensures all work performed by University tradespersons and contractors involved meets University policies, procedures, and contract requirements. Ensures that work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.
- Ensures the quality and timely responsiveness of assigned maintenance activities, including after-hours response to emergency calls. Supervises and coordinates the Roving Mechanics to ensure that campus has 24/7 maintenance tech coverage. May work outside of normal operating hours and days to manage special projects or maintenance emergencies.
- Oversees work assignments to meet organizational goals and client deadlines in support of University, Facilities Management, and Maintenance department guidelines and mission. Meets with clients on a regular basis to understand their facility needs, plan preventive maintenance activities, and ensure that support can be provided.
- Coordinates among the Maintenance department’s zones and shops, other Facilities Management departments, outside contractors, and Auburn University customers and visitors ensuring that maintenance activities are coordinated and communicated. Communicates with stakeholders to maintain awareness of activities, maximize efficiencies, answer questions, and resolve issues.
- Ensures timely and accurate data is maintained in the work management system to provide proper reporting for clients and senior leadership within Facilities and the University. Tracks status of work accomplishments, analyzes data, and prepares reports and recommendations in support of increasingly higher levels of performance and productivity.
- Maintains records and documentation of work activities, supplies, and equipment. Assists in the development of procedures and operating instructions for safe, accurate, and quality work performance and updates on project status.
- Participates in the recruitment of staff positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.

RESPONSIBILITIES

- Responsible for the Preventive Maintenance budget coordination. Oversees all shop purchases and material requests.
- Maintains responsibility for personal safety and the safety of others by following established safety procedures, using required personal protective equipment, identifying and reporting unsafe conditions, and completing required safety training.

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	Diploma or equivalent.	and	6 years of	Experience in construction and trades administration.	

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 preventative maintenance processes, procedures, and practices; HVAC, plumbing, and electrical building systems; blueprints and shop drawings; and construction principals.	
Ability to manage and motivate people.	
Ability to effectively communicate with customers and employees.	
Ability to effectively utilize and learn technology systems, software applications, computers, tablets, and mobile devices to plan work, communicate with employees and customers, document activities, monitor operational performance, and support departmental objectives.	

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 and distinguish colors.