AUBURN
Human Resources

Supv, Zone Maintenance & Housing Operations

Job Description

JOB INFORMATION

Job Code	ND02
Job Description Title	Supv, Zone Maintenance & Housing Operations
Pay Grade	FM15
Range Minimum	$55,080
33rd %	$67,930
Range Midpoint	$74,360
67th %	$80,790
Range Maximum	$93,640
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	2/10/2025 11:16:17 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Supervisor, Zone Maintenance & Housing Operations is directly responsible for supervising a team of skilled trades personnel performing the daily maintenance efforts of assigned Housing properties. Responsible for the development, execution, and oversight of all maintenance activities required to maintain assigned Housing properties to a level of care that matches the expectations of clients and leadership.

RESPONSIBILITIES

- Leads a team of multi-trade technicians responsible for all daily maintenance activities within the assigned facilities, including preventive maintenance, corrective maintenance, and assigned maintenance projects. Supervises, organizes, assigns, and directs the efficient work activities of assigned staff. Evaluates the daily activities of staff as it relates to the maintenance, repair, and operations of all mechanical equipment, building systems, Residential Housing facilities, and associated equipment. Ensures quality and timely responsiveness of assigned maintenance activities, including after-hours response to emergency calls.
- Develops, implements, and maintains comprehensive building maintenance and mechanical service plans for all maintained Housing facilities. Tracks and analyzes the quality and timeliness of all operations ensuring that all services are completed accurately. Ensures all work conducted by Property Management trades personnel, contracted service providers, and others meets all quality standards and expectations set by the department and Auburn University.
- Provides information to Property Management leadership to be used in budgetary planning for mechanical activities across all Property Management maintained facilities, including ensuring vendor contracts following all university and state financial guidelines.
- Ensures the safe and timely execution of all work performed by assigned trades personnel. Works with leadership to develop policies and procedures designed to increase production, efficiency, and effectiveness to improve the quality of facilities served. Ensures timely and accurate data entry into the work management system to provide proper reporting for clients and Property Management leadership. Tracks the status of work accomplishments, analyzes data sets and prepares reports.
- Oversees building automation systems in all managed properties ensuring proper operation, maintenance, and repairs. Monitors building automation systems to ensure all building systems are operated most economically, emphasizing lowering energy consumption and utility cost savings.
- Leads the recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations.
- Works directly with Property Management leadership to develop, identify, and plan specific renovation and repair activities required throughout all maintained facilities including timeline, design function, material selection, and project budgets.

RESPONSIBILITIES

- Coordinates with other Property Management departments, maintenance teams, zones, shops, and outside contractors ensuring that maintenance activities are coordinated and communicated. Communicates with stakeholders to maintain awareness of activities, maximize efficiencies, answer questions, and resolve issues.

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

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	or equivalent.		5 years of	experience in commercial and residential building maintenance and repair to include HVAC and refrigeration.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	EPA Universal Refrigerant Card	within 90 Days	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly