AUBURN
Human Resources

Mgr, Fac Shops Maintenance

Job Description

JOB INFORMATION

Job Code	ND03
Job Description Title	Mgr, Fac Shops Maintenance
Pay Grade	FM18
Range Minimum	$73,950
33rd %	$93,670
Range Midpoint	$103,520
67th %	$113,380
Range Maximum	$133,100
Exemption Status	Exempt
Approved Date:	11/6/2026 3:57:33 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages the maintenance efforts that support Auburn University's colleges and schools, administrative units, as well as athletics and Auxiliary units by providing preventative maintenance, automotive maintenance, carpentry, access control, abatement, sign fabrication, sheet metal fabrication, concrete, and equipment operation support services. Manages a maintenance workforce including skilled trade personnel and technicians assigned to independent Facilities Maintenance shops.

RESPONSIBILITIES

- Provides leadership, management, and supervision of maintenance technicians for the effective and efficient completion of all corrective and some preventative maintenance work requirements within assigned facilities. Corrective maintenance may include maintenance projects.
- Oversees work assignments to meet organizational goals and client deadlines in support of University, Facilities Management and Maintenance department guidelines and mission.
- Manages assigned staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.
- Ensures all work performed by University tradespersons and contractors involved meets University standards and contract requirements. Communicates with subordinate staff, ensuring policies and procedures are understood and maintained. Ensures that work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.
- Develops and maintains collaborative relationships with campus stakeholders through regular communication to understand facility and service needs, establish priorities, improve customer satisfaction, and ensure the quality and timely completion of assigned maintenance activities, including after-hours response to emergency calls.
- Utilizes operational metrics, key performance indicators (KPIs), and reporting tools to monitor workload, evaluate performance, identify trends, and support data-driven decision-making.
- Coordinates communications and activities among Maintenance Department zones and shops, other Facilities Management Departments, outside contractors, and Auburn University customers and visitors. Communicates with stakeholders to keep them aware of activities, maximize efficiencies, answer questions, and resolve issues.
- Maintains records and documentation of work activities, supplies, and equipment. Develops and maintains business plans, procedures, and operating instructions for safe, accurate, and quality work performance and updates on maintenance/repair status.
- Monitors resource utilization and budget performance to ensure efficient use of personnel, materials, equipment, and financial resources.
- Develops employees through training, mentoring, succession planning, workforce development initiatives, and career progression opportunities.

RESPONSIBILITIES

- 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	
Bachelor's Degree	Degree in Engineering, Building Science, Architecture, or Business.	and	7 years of	Experience in construction and trades administration. Candidate may apply additional relevant supervisory experience toward the education requirement at a rate of two (2) years relevant supervisory experience per year of required education.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
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, blueprints, and construction practices.	
Knowledge of applicable occupational safety requirements, building codes, regulatory standards, and safe work practices related to facilities maintenance and construction.	
Knowledge of preventive and corrective maintenance practices, work planning, scheduling, prioritization, and resource allocation in a multi-shop facilities environment.	
Ability to interpret and apply construction documents, technical specifications, contracts, policies, procedures, and regulatory requirements.	
Ability to analyze work management data, operational metrics, key performance indicators, budgets, and resource utilization to identify trends and support data-driven decisions.	
Ability to lead, develop, and evaluate employees; manage performance; resolve workplace issues; and support workforce development and succession planning.	
Ability to manage multiple priorities, coordinate work across departments and trades, and respond effectively to urgent and after-hours maintenance emergencies.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of budgeting, procurement, contract administration, and cost-control practices related to facilities maintenance operations.	
Ability to communicate technical and operational information clearly and professionally with employees, customers, contractors, and senior leadership.	
Ability to establish effective working relationships, resolve customer concerns, and balance stakeholder needs with operational priorities and available resources.	
Ability to identify operational risks, evaluate alternatives, exercise sound judgment, and make timely decisions in routine and emergency situations.	
Ability to manage organizational change, improve work processes, and implement consistent procedures across multiple maintenance shops.	
Ability to manage and motivate people, 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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration			X		

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