AUBURN
Human Resources

# Asst Supv, Fac Zone Maintenance

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | ND06 |
| Job Description Title | Asst Supv, Fac Zone Maintenance |
| Pay Grade | FM14 |
| Range Minimum | $52,000 |
| 33rd % | $62,400 |
| Range Midpoint | $67,600 |
| 67th % | $72,800 |
| Range Maximum | $83,200 |
| Exemption Status | Non-Exempt |
| Approved Date: | 10/29/2026 3:57:41 PM |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Provides on-site supervision and coordination of the maintenance efforts of one of four campus Facilities Maintenance Zones, serving one-quarter of Auburn University's Colleges and Schools, administrative units, as well as Athletics and Auxiliary units. Reporting to the Supervisor, Facilities Zone Maintenance, responsible for coordinating the daily tasks of a maintenance workforce consisting of skilled trades personnel assigned to the zone. Responsible for executing maintenance work orders to correct and repair building deficiencies and problems as required to keep campus facilities operational in support of the University's academic, research, and outreach mission.

## RESPONSIBILITIES

- Coordinates the daily tasks performed by University multi-tradespersons and contractors ensuring that all involved meet University standards and contract requirements. Communicates with subordinate staff to ensure 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.
- Meets with clients on a regular basis to understand their facility needs and collaborates with supervisor ensuring support can be provided.
- Ensures quality and timely responsiveness of assigned maintenance activities, including after-hours response to emergency calls.
- Participates in recruitment of multi-trade positions including reviewing resumes, participating in interviews and assists with performance review evaluations in collaboration with supervisors.
- Assists with ensuring 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. Investigates and responds to client's queries, complaints and other issues to meet and satisfy client needs.
- May coordinate among Maintenance Departments 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 keep aware of activities, maximize efficiencies, answers questions, and resolves issues.
- Maintains awareness of 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.
- Collaborates with supervisor providing budget coordination for zone. Maintains full communication with Manager and Supervisor, Facility Zone Maintenance regarding issues or matters of importance.
- 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

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|---|---|
| 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 | High School Diploma or equivalent. | and | 5 years of | Experience in construction and trades. | |

| | |
|---|---|
| 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

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|---|---|
| Knowledge of work order systems, microsoft office. | |
| Knowledge of building systems, blueprints, CADD, and construction principles. | |
| 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 | | | 50-100lbs |
| Climbing | | | X | | | |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| 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.