AUBURN
Human Resources

Dir, Special Facilities

Job Description

JOB INFORMATION

Job Code	ND21
Job Description Title	Dir, Special Facilities
Pay Grade	FM21
Range Minimum	$101,660
33rd %	$132,150
Range Midpoint	$147,400
67th %	$162,650
Range Maximum	$193,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/10/2018

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Executive Director of Facilities Operations, responsible for the inspections of Auburn University facilities that serve critical functions to the University, such as the President's residence, and multiple facilities that are located outside the limits of the University's core campus. Serves as the primary liaison between the occupants of each facility and Auburn University Facilities Management. Provides support to the occupants of each facility by evaluating their usage of the facility, making sure that their needs and expectations are represented during the design and construction of renovation projects, and ensuring that the facility is properly maintained and operationally sound.

RESPONSIBILITIES

- Performs regularly scheduled site visits to the University’s off-campus facilities to consult with occupant groups; assess buildings, building systems, and grounds; and inspect the facility for deficiencies.
- Collects, assembles, and develops data related to each facility’s condition to align with short and long-term department plans. Provides guidance related to the creation of long-range improvement plans, prioritization of projects, and development of strategies to secure funding.
- Serves as the liaison between facility occupants and Facilities Management staff by understanding and communicating the operational efficiencies and needs of the facility as well as coordinating and overseeing the completion of needed work and repairs.
- Develops Requests for Proposals (RFPs) and oversees the bidding and selection process of outside vendors to perform services at the facility. Manages service contracts and regularly documents performance appraisals to ensure that the vendor is meeting contractual requirements.
- Participates in the design and construction phases as related to capital projects at the facility and assists in establishing the requirements for renovation projects. Regularly reviews design documents and construction progress to ensure compliance and that the occupants’ expectations are being met.
- Initiates and tracks work orders for each facility to correct deficiencies and perform preventative maintenance tasks.
- Creates and presents reports to Facilities Management leadership on a regular basis to communicate the assessment and status of each facility and any related renovation projects.

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 Management, Public Administration, Building Science, Business Administration or relevant field.	and	10 years of	Experience in Construction and/or property management. Experience providing oversight for multiple properties and assessing operational functions of commercial and/or institutional buildings and grounds.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

An in-depth and full knowledge of buildings, building systems, and the components within (electrical, mechanical, plumbing, etc.)	
Knowledge of design and construction techniques, means, and methods.	
A well rounded knowledge of specific Auburn University campus buildings and sites including the operations of these buildings, the duties and responsibilities of building personnel, and the purposes and functions of the building systems.	
An innate knowledge of campus and various departmental policies and procedures	
Ability to prioritize and plan budget for needed repairs.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.