AUBURN
Human Resources

Mgr, Vet Med Facilities

Job Description

JOB INFORMATION

Job Code	ND23
Job Description Title	Mgr, Vet Med Facilities
Pay Grade	FM17
Range Minimum	$65,730
33rd %	$83,260
Range Midpoint	$92,020
67th %	$100,790
Range Maximum	$118,310
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/28/2018

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Executive Director of Facility Operations, responsible for the overall management and coordination of all College of Veterinary Medicine facilities including administrative buildings, classrooms, large and small animal hospitals, research facilities, North Auburn horse and cow units, satellite research units, the K-9 performance unit, and the Raptor Center. Establishes short- and long-term plans, priorities, and requirements for all maintenance and operational activities for the College of Veterinary Medicine hospital facilities. Approves plans, budgets, and schedules for executing maintenance and operational requirements.

RESPONSIBILITIES

- Inspects and oversees the operation of veterinary hospital building systems and develops plans for the repair and replacement of key system components as needed. Systems include, but are not limited to, HVAC, gas, electrical, lighting, emergency power, audio/visual (A/V), fire alarm, elevator, access control, and operating room equipment.
- Serves as the principal point of contact for the Dean and senior administrators of the College of Veterinary Medicine and Facilities Management regarding veterinary hospital facilities. Attends progress and planning meetings. Develops and delivers presentations as related to facility projects and general operations.
- Develops and oversees a preventative maintenance program for veterinary hospital facilities systems. Monitors the execution of the preventative maintenance program to ensure successful completion of work. Generates reports related to the program for leadership personnel.
- Develops and maintains a comprehensive inventory and database of veterinary hospital systems and equipment to include manufacturer information, operating data, and maintenance requirements. Reviews plans to purchase and install new research and patient care equipment as well as coordinate delivery and installation.
- Works closely with College of Veterinary Medicine administration and personnel to identify, inspect, and assess problems with facilities and systems, as they relate to operational and clinical requirements. Assists with preparations for accreditation tours and inspections.
- Works closely with Facilities Management Maintenance, Design Services, and Campus Services personnel to develop maintenance, repair, and renovation projects needed to maintain College of Veterinary Medicine facilities. Coordinates appropriate access for the hospital facilities as necessary.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	
Some college; vocational or Associate's Degree	Associate's degree in HVAC, Electrical Technology, or related field required. Bachelor's degree in Architecture, Engineering, Construction Management, Building Science, Business, or related field preferred.	and	5 years of	experience managing, overseeing, or operating large, complex building systems and maintenance programs, preferably in a hospital, medical facility, or university setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of a large variety of technical building systems with the ability to balance the needs of faculty, staff, and students as well as prioritize patient care and safety.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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.