AUBURN
Human Resources

Facility Condition Assessment Program Mgr

Job Description

JOB INFORMATION

Job Code	ND26
Job Description Title	Facility Condition Assessment Program Mgr
Pay Grade	FM19
Range Minimum	$83,190
33rd %	$105,370
Range Midpoint	$116,470
67th %	$127,560
Range Maximum	$149,740
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/18/2019

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the University Engineer, responsible for overseeing the development and continuous improvement of the Facility Condition Assessment Program including performing and overseeing in-house and outside consultant condition assessments. Responsible for asset management databases and for leading a systematic prioritization process to develop long range repair and replacement plans.

RESPONSIBILITIES

- Manages and maintains the overall campus Facility Condition Assessment Program. Oversees the prioritization and development of long term execution plans, budgets, and schedules for repairs and renovations. Establishes and manages the program's interactive campus maps.
- Completes comprehensive and high quality condition assessments on-site in order to determine the status, remaining useful life, and scope of work required for various building elements and systems. Identifies and prioritizes issues relating to Americans with Disabilities Act (ADA) and Life Safety Code.
- Facilitates communication with management, clients, stakeholders, and consultants to ensure that the conditions of buildings and building systems are accurately represented and understood.
- Identifies and develops repair and replacement options for various systems and equipment. Facilitates the development of detailed cost estimates for projects and execution plans to recommend implementation schedules and budgets for replacements and/or repairs in various building systems and elements.
- Oversees, utilizes, and assists in developing data entry and asset management databases (AiM Assessment and Needs Analysis [ANA]) to allow future filtering, sorting, and reporting. Performs data analysis and develops reports, presentations, and visual analyses to assist in repair and renovation decision making.
- Manages the development of long range maintenance plans including, but not limited to, the following systems and program areas: HVAC systems, plumbing systems, electrical systems, fire alarms, fire suppression systems, roof systems, roads and parking, elevators, paving, hand rails and guard rails, accessibility, lab systems, and interior and exterior finishes.
- Monitors design and construction project schedules to ensure execution of the Repair and Renovation Program's funding and spending rates for the fiscal year.
- Reviews available building information related to original design and construction methods to compare against current building use in order to determine if systems should be repaired, modified, or completely replaced.
- Monitors the performance of specialized assessments completed by in-house staff and outside consultants for a variety of building systems or program areas. Manages consultant contracts and relationships by developing work scopes, soliciting and evaluating proposals, writing and processing contracts, monitoring contract progress, reviewing deliverables, reviewing pay applications and invoices, and processing pay applications and invoices for approval for payment.

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	
Bachelor's Degree	Degree in Building Science, Architecture, or Engineering	and	5 years of	Experience in building inspection, building science, building construction, building design, or facility assessment.	

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

Extensive knowledge of all building systems and functions including, but not limited to, HVAC systems, plumbing systems, electrical systems, fire alarms, fire suppression systems, roof systems, roads and parking, elevators, paving, hand rails and guard rails, lab systems, interior finishes (such as ceilings, lights, carpets), and exterior finishes/facades to include sealant joints, windows, curtain wall, and storefront.	
Knowledge of ADA Accessibility standards and guidelines.	
Knowledge of federal and state building and building system standards.	
Working knowledge of building codes.	
General understanding of repair and replacement methods.	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.