AUBURN
Human Resources

Mgr, Fac Campus Svcs Projects

Job Description

JOB INFORMATION

Job Code	ND27
Job Description Title	Mgr, Fac Campus Svcs Projects
Pay Grade	FM15
Range Minimum	$55,080
33rd %	$67,930
Range Midpoint	$74,360
67th %	$80,790
Range Maximum	$93,640
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/1/2019

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Dir, Campus Services, responsible for continuously identifying, researching, and implementing special projects and process improvement initiatives throughout the Campus Services directorate to achieve operational excellence.

RESPONSIBILITIES

- Manages special projects, programs, and management-related tasks affiliated with the entire Campus Services Department.
- Collects, analyzes, and synthesizes data from multiple sources to generate metrics and assess the overall performance of ongoing Campus Services initiatives. Creates quality control metrics to ensure the proper execution of work.
- Communicates with customers to inform them of work progress, respond to complaints, and answer questions with regard to quality control and initiatives.
- Oversees all aspects of data management and analytics to support the programs and organizations within Campus Services. Works with internal and external stakeholders to achieve related metrics and targets.
- Provides contract management and oversight for assigned contracts within Campus Services.
- Oversees, researches, and implements continuous improvement initiatives and best practices throughout Campus Services to achieve increased efficiency and operational excellence. Advises senior leadership on selecting initiatives and special projects.
- Acts as principal liaison with Design and Construction and the Office of the University Architect to provide project status updates and answer inquiries concerning new construction and renovations.
- Assists the Campus Services directorate with writing, editing, and proofreading grants.
- Serves on various recruitment and selection committees for Campus Services.
- Serves as backup manager for Campus Services departmental units. May be responsible for training new managers.

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 environmental sciences, logistics, business, or relevant.	and	5 years of	Experience in quality control, logistics, or process improvement. Two (2) years of managing projects and/or process improvement initiatives.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

-Thorough knowledge of metrics and quality control	
-Ability to perform metrics, analyze data, and create reports	
-Ability to manage projects with limited/broad guidelines and goals	
-Thorough knowledge of Facilities Management and/or the daily, non-technical operations of Campus Services	
-Knowledge of APPA and its standards	

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.