
Auburn University Job Description

Job Title: **Dir, Athletic Facilities** Grade FM15 \$48,100 - \$81,800
Job Code: **BA23**
FLSA status: Exempt
Job Family: Facilities, Maintenance, & Operations
Job Function: Athletics Facilities

Job Summary

Oversees the maintenance and use of Athletic Department facilities.

Essential Functions

1. Oversees the maintenance and renovation of buildings and athletic surfaces and ensures the cleanliness and safety of the facilities.
2. Supervises and mentors employees and students, ensuring effective task delegation, training, and adherence to safety protocols to maintain a well-functioning and safe facility.
3. Oversees and coordinates the set-up of facilities and any necessary construction for events and programs.
4. Plans, controls, and schedules events and programs for assigned facilities.
5. Develops and manages budget for facility services and maintenance.
6. May prepare specifications and administer contracts with outside sources.
7. May perform marketing efforts through website and various social media platforms.
8. May handle membership sales and provides corresponding customer service for facility patrons.
9. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	No specific discipline.
Experience (yrs.)	5	Experience in facilities maintenance, preferably related to an athletic complex.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of facilities operations and maintenance to include buildings and sports venues.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

None required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires talking, hearing, .

Job occasionally requires standing, walking, sitting, climbing or balancing, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/14/2023
