



JOB INFORMATION

Job Code	BA23
Job Description Title	Dir, Athletic Facilities
Pay Grade	FM15
Range Minimum	\$53,730
33rd %	\$66,270
Range Midpoint	\$72,540
67th %	\$78,810
Range Maximum	\$91,340
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/14/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Oversees the maintenance and use of Athletic Department facilities.

RESPONSIBILITIES

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

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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 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	No specific discipline.	And	5 years of	Experience in facilities maintenance, preferably related to an athletic complex.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

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.