
Auburn University Job Description

Job Title: **Mgr, Athletics Facilities Zone Maintenance & Operations** Grade FM17 \$58,700 - \$105,700

Job Code: **BB62**

FLSA status: Exempt

Job Family: Facilities, Maintenance & Operations

Job Function:

Job Summary

Reports to the Associate Athletics Director of Facilities & Operations, the Athletics Facilities Zone Maintenance & Operations Manager is responsible for the overall management and coordination of all Athletic Facilities with regards to maintenance, repairs, small public work construction, and staff. Establishes short- and long-term plans, priorities, and requirements for all maintenance and operational activities for the Athletics facilities. Acts as a primary contact for assigned athletic facilities to include event set-up, custodial, maintenance, repairs, small public works construction projects, and operational duties. Oversees the Supervisor of Athletics Facilities Maintenance & Operations and staff. Assists in planning and implementing infrastructure upgrades for Athletics Facilities.

Essential Functions

1. Responsible for the overall management and coordination of all Athletics facilities with regards to maintenance, repairs, small work construction, and staff. Supervises the Supervisor of Athletics Facilities Zone Maintenance, & Operations and technicians.
2. Provides direction and planning for facility and maintenance needs related to events held assigned athletic facilities. Acts as a primary contact for assigned athletic facilities to include event set-up, custodial, maintenance, repairs, small public works construction projects, and operational duties.
3. Develops plans related to the repair and replacement of crucial systems in Athletics facilities including HVAC, lighting, emergency power, elevators, access control, fire alarms, water supply and waste disposal.
4. Communicates with others to keep them informed of work progress, respond to issues and answer questions
5. Assists in planning and implementing infrastructure upgrades for Athletics Facilities.
6. Writes, implements, and maintains custodial contracts for assigned athletic facilities. Serves as the point of contact for outside contractors ensuring work is completed to contracts specification. Conducts regular inspections to ensure that custodial services meet the high standard for cleanliness set by the Athletics Department.
7. Works closely with Facilities Management, Design Services, and Campus Services to develop maintenance, repair, and renovation projects to properly maintain Athletics Facilities.
8. Performs other related duties as assigned.

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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Degree in Building Science, Architecture, Engineering, Business, or related field.
Experience (yrs.)	5	Experience in managing, overseeing, or operating large, complex facilities with regards to construction, maintenance, function, planning, scheduling and implementing actions and plans to reach desired outcome. Must have 2 years of supervising full time employees.

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
Understanding of building infrastructure, life safety systems, event preparation, maintenance requirements, and a base knowledge of the different construction and maintenance trades such as electrical, HVAC, mechanical, carpentry and painting as well as the ability to balance the needs of Athletic staff, coaches, student athletes, and fans.

Certification or Licensure Requirements
Valid Driver's License.

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, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

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

Date: 6/6/2023
