

JOB INFORMATION

Job Code	BB62
Job Description Title	Mgr, Athletics Facilities Zone Maintenance & Operations
Pay Grade	FM17
Range Minimum	\$64,120
33rd %	\$81,220
Range Midpoint	\$89,770
67th %	\$98,320
Range Maximum	\$115,410
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/6/2023

JOB FAMILY AND FUNCTION

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

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- Communicates with others to keep them informed of work progress, respond to issues and answer questions
- Assists in planning and implementing infrastructure upgrades for Athletics Facilities.
- 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.
- Works closely with Facilities Management, Design Services, and Campus Services to develop maintenance, repair, and renovation projects to properly maintain Athletics Facilities.
- Performs other related duties as assigned.

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	In Building Science, Architecture, Engineering, Business, or related field.	And	5 years of	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.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
DL NUMBER - Driver License, Valid and in State		Upon Hire	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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.