

JOB INFORMATION

Job Code	HC79
Job Description Title	Auburn Research Park Facilities Manager
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:	3/19/2024 5:35:52 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Dir, Auburn Research Park, this position will oversee the Auburn Research Park (ARP) campus facilities operations and serves as the Facility Manager for the buildings within ARP.

RESPONSIBILITIES

- Oversees all aspects of building and grounds management, including preventative maintenance, repair identification and scheduling, and collaboration with AU Facilities and external contractors. Regularly meets with internal and external technicians, such as cleaning crews, plumbers, and electricians, to address facility issues.
- Collaborates with staff to manage work orders, ensuring they are up-to-date, properly assigned, scheduled, and completed.
- Regularly evaluates the quality, efficiency, and condition of mechanical, electrical, and plumbing (MEP) systems at Auburn Research Park. This includes developing maintenance and repair programs to address any issues. Additionally, conducts inspections during repair and renovation projects to assess and, if necessary, request funding.
- Manages records and documentation of work activities, supplies, and equipment. Additionally, develops and maintains business plans, procedures, and operating instructions to ensure safe, accurate, and high-quality work performance. Regularly provides updates on maintenance and repair status.
- Conducts business retention visits, compiles information gathered during these visits, logs relevant data, and annually reports trends along with recommendations for programs or policies to support businesses.
- Assists with all aspects of Auburn Research Park construction projects.
- Attends all Owner/Architect/Contractor (OAC) meetings, either alongside or in the absence of immediate supervisor, the Dir, Auburn Research Park.
- Serves as the primary contact and lead for handling the implementation of an Emergency Response Action Plan for all Auburn Research and Technology Foundation (ARTF) buildings and updates this plan as needed.
- Prepares research park facilities for changing weather conditions.
- The job may necessitate occasional work during nonstandard hours and weekends.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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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	Degree in Engineering, Construction Management, or related field.	And	5 years of	Experience managing, overseeing, or operating large, complex building operations, facilities, and/or maintenance.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of assessment, and strategic planning, reservation procedures, and building operations.	
Knowledge of event planning and office procedures and practices.	
Knowledge of building security systems.	
Knowledge of essential project management best practices.	
Strong organizational and communication skills.	
Strong Excel and Word skills. Dependable, ability to multi-task, make timely decisions, and work both independently and in teams.	
Problem-solving and leadership skills.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Labor & Trades

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting			X			50 lbs
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 temperatures				X	
Hazards				X	
Wet and/or humid			X		
Noise					X
Chemical			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Dusts			X		
Poor ventilation			X		

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.