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## Auburn University Job Description

Job Title: **Rsrch & Innovation Campus Eng**

Job Family: No Family

Job Code: **HU09**

Grade H33: \$78,900 - \$131,600

FLSA status: Exempt

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### Job Summary

Reporting to the Director, Engineering Research Operations, the Research and Innovation Campus Engineer manages the AU Research and Innovation Campus (AURIC), located in Huntsville, and serves as the Facility Manager for the buildings at AURIC.

### Essential Functions

1. Oversees all management aspects of the buildings and grounds including upkeep with preventative maintenance, identifying and scheduling repairs, and working with contractors to ensure all issues are being addressed. Meets with contractors working within the facility that may include cleaning crew, plumbers, electricians, IT, etc.
2. Works with the Campus Coordinator as they schedule internal and external groups using spaces within the AURIC. May require setting up facilities for events, coordinating with caterers, and staying after hours for evening or weekend functions.
3. Inspects all spaces (event hall, auditorium, conference rooms, catering kitchen, offices, laboratories, etc.) on a regular basis to ensure items are in proper working order. Serves as a liaison with AU Engineering Network Services and AU Office of Information Technology to ensure AV and IT items within all spaces are working correctly.
4. Works with faculty and staff to ensure facilities are set up to meet research needs.
5. Oversees on-site safety, under the direction of the Safety Manager of the AU Samuel Ginn College of Engineering and works with AU Research Security for building security needs for AURIC. May assist with determining which areas can be accessed by employees or visitors.
6. Works with faculty and staff within the Applied Research Institute, which conducts applied research in the broad area of Advanced Manufacturing (additive manufacturing, digital engineering, space manufacturing, and cyber-security), to ensure facilities are set up to meet research needs and will perform research as needed.
7. May supervise employees but supervision is not the main focus of the job.
8. May perform other duties as assigned.
9. Works with faculty and staff to ensure facilities are set up to meet research needs.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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>
<b>Education</b>	Bachelor's Degree	Degree in Engineering or related field.
<b>Experience (yrs.)</b>	2	Experience managing, overseeing, or operating large, complex building operations, facilities, and/or maintenance. Must have 1 year of experience in overseeing various support personnel.

### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

### Minimum Required Knowledge

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. 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.

### Certification or Licensure Requirements

Must be a U.S. Citizen and able to obtain a US Government Security Clearance.

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## 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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires and lifting up to 100 pounds.

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

Date: 4/13/2023

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