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## Auburn University Job Description

Job Title: **Supv, Mechanical**

Job Family: No Family

Job Code: **NB23**

Grade ST15 \$48,100 - \$81,800

FLSA status: Non-exempt

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### Job Summary

Reporting to the Assistant Director, Property Management, this position manages the mechanical unit, operations, and related contracted services for Property Management servicing University Housing, Campus Dining, and other university partners as required.

### Essential Functions

1. Supervises, organizes, assigns, and directs the efficient work activities of assigned staff. Evaluates the daily activities of staff as it relates to the maintenance, repair, and operations of all mechanical equipment, building systems, Dining facilities and equipment.
2. Leads the recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations.
3. Develops, implements, and maintains comprehensive mechanical service plans for all Property Management maintained facilities. Tracks and analyzes the quality and timeliness of all operations ensuring that all services are completed accurately and to established standards of quality.
4. Establishes and administers programs, procedures, and processes to ensure the safe and timely execution of all work performed by Mechanical personnel. Works with leadership to develop policies and procedures designed to increase production, efficiency, and effectiveness to improve the quality of facilities served.
5. Oversees building automation systems in all managed properties ensuring proper operation, maintenance, and repairs. Monitors building automation systems to ensure all building systems are operated in the most economical fashion, emphasizing lowering energy consumption and utility cost savings.
6. Works directly with Property Management leadership to develop, implement, and maintain accurate accounting and budgetary records. Develops long-term financial forecasting for mechanical activities across all Property Management maintained facilities. Works directly with Property Management leadership to develop, implement, and maintain all necessary vendor contracts following all university and state financial guidelines.
7. Works directly with Property Management leadership to develop, identify, and plan specific renovation and repair activities required throughout all maintained facilities including timeline, design function, material selection, and project budgets.
8. May perform other duties as assigned.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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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*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>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	8	Experience in commercial and residential building maintenance and repair to include HVAC and refrigeration.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

Must have knowledge of HVAC systems, electrical systems, kitchen and refrigeration systems, comfort cooling principles, plumbing, gas pipe fitting, and pneumatic controls.

Understanding of current commercial and residential building codes and practices, including reading, estimating, and approval of construction documents.

Ability to schedule, plan, staff, and oversee multiple projects simultaneously including emergency repairs, preventive maintenance, scheduled maintenance, and repairs, renovations and new construction.

#### Certification or Licensure Requirements

Valid drivers license and EPA universal refrigerant license.

North American Technician Excellence (NATE) HVAC Support Technician Certification or the ability to obtain with in 6 (six) months of date of hire.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

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Date: 6/17/2022

