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## Auburn University Job Description

Job Title: **Asst Supv, Preventive Maint**

Job Family: No Family

Job Code: **NB85**

Grade FM14 \$44,500 - \$71,200

FLSA status: Non-exempt

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### Job Summary

Provides on-site supervision and coordination of the maintenance efforts of the Preventive Maintenance shop serving Auburn University. Reporting to the Supervisor, Preventive Maintenance, responsible for coordinating the daily tasks of a maintenance workforce consisting of skilled trades personnel assigned to the shop. Responsible for planning and performing preventative maintenance work and executing maintenance work orders to correct and repair building deficiencies to keep campus facilities operational in support of the University's academic, research, and outreach mission.

### Essential Functions

1. Coordinates the daily tasks performed by University multi-tradespersons and contractors ensuring that all involved meet University standards and contract requirements. Communicates with assigned subordinate staff to ensure policies and procedures are understood and maintained. Ensures that work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.
  2. Assists in diagnosing problems; performing repairs; and replacing parts related to HVAC, electrical, plumbing, and/or mechanical equipment. Provides technical advice and support to technicians, monitors the repair of equipment, and provides maintenance inspections.
  3. Assists with ensuring that timely and accurate data is maintained in the work management system to provide proper reporting for clients and senior leadership within Facilities and the University. Investigates and responds to client's queries, complaints, and other issues to meet and satisfy client needs.
  4. Ensures the quality and timely responsiveness of assigned maintenance activities, including after-hours response to emergency calls. May work outside of normal operating hours and days to assist in managing special projects or maintenance emergencies.
  5. Maintains awareness of records and documentation of work activities, supplies, and equipment. Communicates with the Supervisor, Preventive Maintenance to keep them aware of activities within the department. Assists in the development of procedures and operating instructions for safe, accurate, and quality work performance and updates on project status.
  6. Provides some coordination among Maintenance department's zones and shops, other Facilities Management departments, outside contractors, and Auburn University customers and visitors ensuring that maintenance activities are coordinated and communicated. Communicates with stakeholders to keep aware of activities, maximize efficiencies, answers questions, and resolves issues.
  7. Participates in the recruitment of multi-trade positions including reviewing resumes and participating in interviews. Assists with performance review evaluations in collaboration with supervisor.
  8. Assists in meeting with clients on a regular basis to understand their facility needs and collaborates with supervisor to plan preventive maintenance and ensure that support can be provided.
  9. Collaborates with supervisor to provide budget coordination for the shop. Assists in overseeing shop purchases and material requests.
  10. May be responsible for meeting and maintaining training and certification requirements as
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outlined by the applicable department's training and credentialing requirements. May perform other specialized tasks related to upkeep of buildings, grounds, and facilities 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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### 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>	5	Experience in construction and trades.

#### 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

Knowledge of preventative maintenance processes, procedures, and practices; HVAC, plumbing, and electrical building systems; blueprints and shop drawings; and construction principals. Knowledge of working within a work order system and Microsoft Office software. Ability to effectively communicate with customers and employees.

#### Certification or Licensure Requirements

Valid Driver's License

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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 sitting, talking, hearing, and lifting up to 50 pounds.

Job occasionally requires standing, walking, 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: 3/17/2020

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