

JOB INFORMATION

Job Code	NC19
Job Description Title	Asst VP, Facilities Operations
Pay Grade	FM22
Range Minimum	\$114,040
33rd %	\$148,250
Range Midpoint	\$165,360
67th %	\$182,460
Range Maximum	\$216,670
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/24/2020

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Associate Vice President of Facilities, provides senior-level, strategic leadership, oversight, and direction of the maintenance, utilities, campus services, safety, and landscaping operations in support of Auburn University's 470 building, 1650 acre campus and other University properties.

RESPONSIBILITIES

- Responsible for the management of the Facilities Management Operations' annual \$30 million dollar budget, policy and procedure implementation, leadership of the 350 person Operations workforce, training program development, and emergency and severe weather response. Develops and implements strategies to improve service delivery, work execution, cost effectiveness, and quality.
- Oversees the Maintenance Department operations to include the delivery of emergency, urgent, and routine work orders; minor repair and renovation projects; and preventative maintenance for campus buildings' HVAC, electrical, and plumbing systems. Oversight includes approximately 31,000 work orders and 189,000 preventive maintenance actions annually.
- Leads the Utilities and Energy Department in the efficient distribution of billions of gallons of hot and chilled water, over a hundred billion kilowatt hours of electrical power, and domestic water to campus buildings. Responsible for overseeing the emergency, routine, and preventative maintenance and repairs of these systems.
- Provides leadership for the Campus Services unit's operations such as custodial services, work management, mail services, waste management, campus recycling, materials management, moving services, and special event setup. Oversees over 5 million square feet supported by custodial services and approximately \$10 million dollars of annual contract value for service contracts.
- Responsible for the Landscape Services unit operations to include the planting and maintenance of flowerbeds, ornamental areas, grass, turf, trees, and shrubs across 630 core-campus acres. Oversees landscape projects in support of capital projects.
- Provides direction for the Facilities Management safety program to ensure that safe work practices are strongly promoted and enforced. Leads a robust program of safety training and ensures the proper use of personal protective equipment as well the safe upkeep and use of tools and operating equipment.
- Leads Facilities Management support of campus game-day operations for home football weekends. Directs over one hundred Facilities Management personnel in the support of game day operations and post-game campus cleanup. Serves as the Facilities Management representative on the University Game Day Committee and develops plans to prepare the campus for the AU football season.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
----------------------------	---

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 Architecture, Engineering, Construction Management/Building Science, Information Technology, or Business-related field.	And	20 years of	Minimum requirement of 20 years with at least 15 years' experience leading or managing facility operations functions (e.g. Maintenance, Utilities, Custodial/Service Contracts, or Landscaping Services), managing the design and construction of facility projects, or implementing/managing facility IT projects and systems. At least 10 years' experience managing people at a supervisory/managerial level.	Or
Master's Degree	In Architecture, Engineering, Construction Management/Building Science, Information Technology, or Business-related field.	And	15 years of	Minimum requirement of 15 years with at least 10 years' experience leading or managing a facility operations function (e.g. Maintenance, Utilities, Custodial/Service Contracts, or Landscaping Services), managing the design and construction of facility projects, or implementing/managing facility IT projects and systems. At least 10 years' experience managing people at a supervisory/managerial level.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of best practices and theories related to facilities operations including but not limited to construction, project, contract, and program management, maintenance and custodial procedures, utility operations, landscaping and grounds maintenance, and construction practices.	And
Thorough knowledge of best practices and methods in budgetary and financial management, customer service, project execution, process improvement, and personnel management.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	And
	Professional Engineering License if degree is in engineering	Upon Hire	Required	Or
	NCARB Registered Architect License if degree is in architecture	Upon Hire	Required	Or
Certified Project Management Professional (PMP)-PMI	PMI Project Management Professional Certification if degree is in construction management/building science, information	Upon Hire	Required	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
	technology, or business-related field		

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		
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.