
Auburn University Job Description

Job Title: **Vice President, Facilities**

Grade: Unclassified

Job Code: **NC26**

FLSA status: Exempt

Job Family: Facilities, Maintenance, & Operations

Job Function: Facilities Services

Job Summary

Responsible for providing a wide array of facilities related services to the Auburn campus, to include campus master planning, project programming, design and construction, facilities maintenance, utilities, custodial services, campus services, and landscaping. Serves as the campus lead to ensure that campus facilities and infrastructure support the mission of the university.

Essential Functions

1. Leads and directs the Facilities Management organization to provide high quality services to the Auburn campus community.
2. Leads and manages the personnel within Facilities Management to create a positive work environment, characterized by teamwork, diversity, respect, personnel development, communication and engagement, and high motivation.
3. Leads and directs the University's capital project program, to include the planning, programming, design, bidding, and construction of capital projects.
4. Leads and directs the execution of maintenance and repair projects for campus facilities and infrastructure, to include the design, bidding, and construction of such projects.
5. Leads and directs campus operations to include preventive maintenance, corrective maintenance, utility production and distribution, custodial services, mail, recycling, and landscape services.
6. Performs as lead staff officer for projects and issues brought to the Board of Trustees Property and Facilities Committee, to include the development of memorandums and resolutions and briefings to be presented to the Board of Trustees for approval.
7. Serves as a trusted advisor to the President, Senior Vice President for Business and Administration/CFO, Provost, Deans of Colleges and campus Vice Presidents on facility related matters.
8. Serves as the Assistant Chair of the Executive Facilities Committee, ensuring that the committee is provided with the information needed to make major decisions regarding campus facilities, projects, and initiatives.
9. Leads and directs process, procedure, and business practice improvements to enhance the efficiency and effectiveness of facilities services to campus clients.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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>
Education	Bachelor's Degree	Degree in Engineering, Architecture, Construction Management, or related field
Experience (yrs.)	10	Experience in a senior management role with demonstrated successful leadership experience in a large facilities management organization.

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 and ability to apply best practices in facilities management.

Certification or Licensure Requirements

Professional Engineer Licensure, National Council of Architectural Registration Boards (NCARB) Licensure, or Project Management Professional Certification preferred.

Pre-Employment Screening Requirements

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 12/1/2023
