
Auburn University Job Description

Job Title: **Asst Dir, SA Facilities Operations**

Job Family: No Family

Job Code: **NC30**

Grade FM15 \$48,100 - \$81,800

FLSA status: Exempt

Job Summary

Reporting to the Student Center Director, this position oversees project management plans within the Student Center, provides leadership to designated employees, as well as manages the daily operations of a facility or multiple facilities to include assigning work, managing vendors, monitoring building conditions, and verifying work orders.

Essential Functions

1. Oversees and manages the daily operations for multiple buildings, facilities, and venues, as well as directs multiple services across multiple locations which include, but are not limited to, custodial services, conference and meeting services, audio visual services, maintenance projects and building renovation projects.
2. Oversees and monitors building conditions, identifies maintenance issues, and assigns staff to respond to work order requests in order to resolve such issues.
3. Coordinates the development and implementation of emergency plans with AU Campus Safety and Security.
4. Recruits, hires, leads, directs, develops, trains, and supervises a team of approximately 20 personnel supporting the facilities operations needs for both the AU Student Center Department and Student Activities Center, to include assigning duties, validating work progress and outcomes, and conducting performance reviews.
5. Reviews, analyzes, and manages inventory throughout the Student Center, AU Chapel, Student Activities Center, and other facilities. Maintains building card access and key distribution.
6. Oversees the coordination of event set-ups, audio/visual needs, and other technology for multiple venues. Ensures high service quality, customer satisfaction, and stays abreast of relevant technology advancements that may enhance such quality and satisfaction.
7. Oversees the monitoring and analysis of departmental expenditures for the Student Center, Student Activities Center, and AU Chapel. Participates in the development of the departmental budget as it pertains to project financial projections and upgrades.
8. Plans and develops short- and long-term departmental goals and projects, including coordinating with outside vendors and project managers.
9. May perform other duties as assigned by supervisor.

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	Four-year college degree	Management, Business Administration, or related field
Experience (yrs.)	7	Experience in facility operations with increasing levels of responsibility and accountability, as well as managing multiple tasks and various resources. Must have at least 3 years' experience directly supervising full-time employees.

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 facilities management, to include budget practices. Knowledge of audio/video technology and troubleshooting.

Certification or Licensure Requirements

Valid Driver's License

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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting more than 100 pounds.

Job occasionally requires .

Ability to see information in print and/or electronically

Date: 12/9/2020
