
Auburn University Job Description

Job Title: **Dir, Maintenance**

Job Family: No Family

Job Code: **NC68**

Grade FM20 \$86,200 - \$163,800

FLSA status: Exempt

Job Summary

Directs and manages the daily maintenance and/or repair of all campus buildings including overall management of the campus-wide preventative maintenance program and University-owned vehicle and equipment repair.

Essential Functions

1. Directs the daily operations of multi-department maintenance organization serving the University to include electrical, plumbing, mechanical/HVAC, carpentry, roof, signage, painting, general trades, and automotive repair service and maintenance related operations.
2. Plans and directs the efficient work activities of supervisors, managers, trades, equipment operators, administrative staff and temporary or student employees; assigning and monitoring work duties and responsibilities; establishes and modifies work methods, schedules, and priorities.
3. Plans, organizes and manages the preventative maintenance program of scheduled inspection and repairs of identified equipment and systems, work order, building repair and minor alteration projects for the University.
4. Establishes and administers programs, policies, procedures and processes to ensure the safe and timely execution of all work performed by Maintenance personnel.
5. Develops policies and procedures designed to increase the efficiency and effectiveness of the Maintenance organization and address specific maintenance needs of the University.
6. Develops, tracks and monitors metrics as related to the Maintenance unit capabilities and operations.
7. Plans, directs, and coordinates an integrated campus signage program.
8. Directs game day support services provided by Facilities Management prior to and during football season to ensure fan safety and comfort and to minimize facility and infrastructure damage.
9. Manages the annual operating budget for the department and oversees cost accounting within the operation sections of assigned departments.
10. Assesses staff performance and formulates performance standards and expectations.
11. Oversee appropriate training of staff; identifying training needs; developing and implementing training activities.
12. Ensure all governmental and University safety programs and standards are followed and adhered to.

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	Degree in Building Science, Architecture, Engineering, or related field.
Experience (yrs.)	7	Experience in leading maintenance activities in a multi-building campus environment.

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 building systems and structure requirements related to mechanical, electrical, plumbing systems, utility systems, building codes related to ADA, OSHA, and environmental agency requirements.

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 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 standing, walking, sitting, talking, hearing, handling objects with hands, .

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

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

Date: 3/8/2016
