



**JOB INFORMATION**

Job Code	NC76
Job Description Title	Asst Dir, Maintenance
Pay Grade	FM20
Range Minimum	\$88,150
33rd %	\$114,590
Range Midpoint	\$127,810
67th %	\$141,030
Range Maximum	\$167,480
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/9/2010

**JOB FAMILY AND FUNCTION**

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

**JOB SUMMARY**

Assists in the direction, management, and execution of maintenance projects across campus, and in the long-range maintenance planning process.

**RESPONSIBILITIES**

- Assists in managing all deferred maintenance and major alteration projects; ensures all projects are meeting established milestones to completion.
- Oversees and manages the planning and execution of preventative maintenance programs.
- Leads improvement teams to identify and correct problems that may prevent project completion.
- Coordinates with the Utilities division to ensure preventative maintenance and energy reduction strategies and practices of both departments are compatible.
- Directs and leads the long-range maintenance efforts of the Maintenance department.

**SUPERVISORY RESPONSIBILITIES**

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.
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**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	Degree in Building Science, Architecture, Engineering, or related field	And	7 years of	Experience in construction, maintenance, and project management. 5 years experience	

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	Years of Experience	Focus of Experience
			must be leading and managing within a large facilities organization and in managing a large facilities maintenance or construction program at the senior management level.

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of program and project management, construction and maintenance practices, processes, and procedures, building codes related to ADA, OSHA, and environmental agency requirements.

## 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

## 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	

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration				X	

**Vision Requirements:**

Ability to see information in print and/or electronically.