
Auburn University Job Description

Job Title: **Asst Supv, Fac Zone Maintenance**

Job Family: No Family

Job Code: **ND06**

Grade FM14 \$44,500 - \$71,200

FLSA status: Non-Exempt

Job Summary

Provides on-site supervision and coordination of the maintenance efforts of one of four campus Facilities Maintenance Zones, serving one-quarter of Auburn University's Colleges and Schools, administrative units, as well as Athletics and Auxiliary units. Reporting to the Supervisor, Facilities Zone Maintenance, responsible for coordinating the daily tasks of a maintenance workforce consisting of skilled trades personnel assigned to the zone. Responsible for executing maintenance work orders to correct and repair building deficiencies and problems as required to keep campus facilities operational in support of the University's academic, research, and outreach mission.

Essential Functions

1. Coordinates the daily tasks performed by University multi-tradespersons and contractors ensuring that all involved meet University standards and contract requirements. Communicates with subordinate staff to ensure policies and procedures are understood and maintained. Ensures that work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.
2. Meets with clients on a regular basis to understand their facility needs and collaborates with supervisor ensuring support can be provided.
3. Ensures quality and timely responsiveness of assigned maintenance activities, including after-hours response to emergency calls.
4. Participates in recruitment of multi-trade positions including reviewing resumes, participating in interviews and assists with performance review evaluations in collaboration with supervisors.
5. Assists with ensuring timely and accurate data is maintained in the work management system to provide proper reporting for clients and senior leadership within Facilities and the University. Investigates and responds to client's queries, complaints and other issues to meet and satisfy client needs.
6. May coordinate among Maintenance Departments zones and shops, other Facilities Management Departments, outside contractors, and Auburn University customers and visitors ensuring that maintenance activities are coordinated and communicated. Communicates with stakeholders to keep aware of activities, maximize efficiencies, answers questions, and resolves issues.
7. Maintains awareness of records and documentation of work activities, supplies, and equipment. Assists in the development of procedures and operating instructions for safe, accurate and quality work performance and updates on project status.
8. Collaborates with supervisor providing budget coordination for zone. Maintains full communication with Manager and Supervisor, Facility Zone Maintenance regarding issues or matters of importance.

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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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	High School	High School Diploma or equivalent.
Experience (yrs.)	5	Experience in construction and trades. Ability to effectively communicate with customers and employees.

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 work order systems, microsoft office. Knowledge of building systems, blueprints, CADD, and construction principals.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, .

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

Date: 2/7/2018
