
Auburn University Job Description

Job Title: **Dir, Special Facilities**

Job Family: No Family

Job Code: **ND21**

Grade FM19 \$77,600 - \$139,700

FLSA status: Exempt

Job Summary

Reporting to the Executive Director of Facilities Operations, responsible for the inspections of Auburn University facilities that serve critical functions to the University, such as the President's residence, and multiple facilities that are located outside the limits of the University's core campus. Serves as the primary liaison between the occupants of each facility and Auburn University Facilities Management. Provides support to the occupants of each facility by evaluating their usage of the facility, making sure that their needs and expectations are represented during the design and construction of renovation projects, and ensuring that the facility is properly maintained and operationally sound.

Essential Functions

1. Performs regularly scheduled site visits to the University's off-campus facilities to consult with occupant groups; assess buildings, building systems, and grounds; and inspect the facility for deficiencies.
2. Collects, assembles, and develops data related to each facility's condition to align with short and long-term department plans. Provides guidance related to the creation of long-range improvement plans, prioritization of projects, and development of strategies to secure funding.
3. Serves as the liaison between facility occupants and Facilities Management staff by understanding and communicating the operational efficiencies and needs of the facility as well as coordinating and overseeing the completion of needed work and repairs.
4. Develops Requests for Proposals (RFPs) and oversees the bidding and selection process of outside vendors to perform services at the facility. Manages service contracts and regularly documents performance appraisals to ensure that the vendor is meeting contractual requirements.
5. Participates in the design and construction phases as related to capital projects at the facility and assists in establishing the requirements for renovation projects. Regularly reviews design documents and construction progress to ensure compliance and that the occupants' expectations are being met.
6. Initiates and tracks work orders for each facility to correct deficiencies and perform preventative maintenance tasks.
7. Creates and presents reports to Facilities Management leadership on a regular basis to communicate the assessment and status of each facility and any related renovation projects.
8. May perform other related duties as assigned by the Executive Director of Facility Operations.

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.

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 Management, Public Administration, Building Science, Business Administration or relevant field.
Experience (yrs.)	10	Experience in Construction and/or property management. At least 6 years' experience providing oversight for multiple properties and assessing operational functions of commercial and/or institutional buildings and grounds.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

An in-depth and full knowledge of buildings, building systems, and the components within (electrical, mechanical, plumbing, etc.)

Knowledge of design and construction techniques, means, and methods

A well rounded knowledge of specific Auburn University campus buildings and sites including the operations of these buildings, the duties and responsibilities of building personnel, and the purposes and functions of the building systems.

An innate knowledge of campus and various departmental policies and procedures

Ability to prioritize and plan budget for needed repairs.

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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

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Date: 4/10/2018

