Auburn University Job Description

Job Title: Mgr, Building & Farm Svcs  
Job Code: IA15  
FLSA status: Exempt  
Job Family: No Family  
Grade 34: $45,100 - $75,100  

Job Summary
Oversees the routine maintenance, repair, and general upkeep of equipment, facilities, and land. Provides leadership and supervision to the College of Veterinary Medicine farm and custodial workers.

Essential Functions

1. Provides leadership, management, and supervision to the barn and maintenance teams. Trains employees and evaluates employee performance throughout the year.
2. Inspects, documents maintenance, and advises on the management and care of lands, facilities, and animals.
3. Oversees logistical control over all animal care, equipment, and supplies.
4. Oversees work assignments and projects to meet organizational goals.
5. Informs department head of work progress, present and potential problems, and makes suggestions for new or improved ways of addressing problems.
6. Leads recruitment of positions including reviewing resumes, and participating in interviews. Assists in resolving employee relations issues.
7. Performs other related duties as assigned.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>High School</td>
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<td>High School Diploma or equivalent</td>
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Experience (yrs.) 6

Experience in a veterinary facility or farm environment. At least 2 years of supervisory experience.

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 veterinary teaching hospital practices, animal care, infectious disease protocols, equipment maintenance, and pasture or land management.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
Frequent heavy or intense physical requirements, combined with exposure to a number of disagreeable elements, such as heat, cold, noise, dust, dirt, chemicals. Injury may require professional treatment or hospitalization. Constant precautions required.

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, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

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

Date: 1/31/2020