
Auburn University Job Description

Job Title: **Asst Supv, Facility Maint**

Job Family: No Family

Job Code: **NB36**

Grade 31: \$31,300 - \$52,100

FLSA status: Non-exempt

Job Summary

Provides on-site supervision for custodial and maintenance services of facilities/buildings across campus as well as preparation of facilities/buildings for events.

Essential Functions

1. Coordinates and plans for cleaning and maintenance (including but not limited to carpentry, plumbing, electrical, and similar tasks) throughout building/facilities.
2. Supervises work to ensure that assigned areas are properly maintained and that tasks are completed in a timely and safe manner and in compliance with the appropriate regulatory agencies.
3. Supervises the distribution and collection of supplies and equipment for daily work as well as for special events.
4. Maintains work records and documentation of work activities, supplies, and equipment so that time and equipment is accounted for.
5. Communicates with others orally and in writing in order to keep them aware of work activities and progress and to answer questions.
6. May train and evaluate performance in areas of custodian and maintenance services.
7. May assist in the setup and removal of chairs, tables and equipment.

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	High School	High School Diploma or equivalent
Experience (yrs.)	5	Experience in preventive maintenance practices

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 facilities maintenance procedures and techniques. Developed supervisory skills.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

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

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

Date: 12/15/2011
