
Auburn University Job Description

Job Title: **Asst Supv, Building Operations**

Job Family: No Family

Job Code: **NB95**

Grade 30: \$28,000 - \$46,700

FLSA status: Non-exempt

Job Summary

Assists with the supervision, maintenance, and repair of buildings, grounds, and facilities.

Essential Functions

1. Assists with the coordination and support of events and functions.
2. Assist with daily set-up of meetings and event spaces.
3. Provides audio-visual applications and/or services for meeting and events.
4. Assists with ensuring the building and grounds are safe, secure and all Health Department and OSHA regulations are met.
5. Assists in performing a variety of maintenance tasks including, but not limited to, carpentry, plumbing, and air conditioning.
6. Assists with building cleaning and custodial needs.
7. May perform other specialized tasks (such as pool maintenance, etc.) related to the upkeep of buildings, grounds, and facilities.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.)	3	Experience in building operations.

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

Knowledge of health and safety codes.

Certification or Licensure Requirements

Valid Driver's License

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.

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 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: 6/12/2019
