
Auburn University Job Description

Job Title:	Dir, Property Mgt	Job Family:	No Family
Job Code:	NC05	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

Job Summary

Directs, plans, and organizes the provision of a wide range of facilities services to University Auxiliary Enterprises departments serving students and associated campus interests.

Essential Functions

1. Directs all functions, activities and service delivery related to operations, maintenance, services, improvement and construction of facilities and properties.
2. Directs and plans all budgetary and financial facets of facilities and property operations as well as developing and controlling budgets and procurement strategies.
3. Directs, plans, and organizes the preventive maintenance, work order, building repair, major alterations projects and security/access control programs.
4. Interacts and coordinates with all levels within the University, local, and state agencies, and University contractors ensuring goals, codes, and legal compliance is achieved.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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 Business, Management, Engineering, Building Science or related field
Experience (yrs.)	7	Experience in facilities management and/or coordination of facility operations

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 building, life safety, Americans with Disability Act (ADA), NFPA, Occupational Safety and Health Administration (OSHA) regulations, facilities management, and accounting and budgeting principles and practices.

Certification or Licensure Requirements

None Required.

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 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 sitting, talking, hearing,

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

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

Date: 3/22/2018
