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## Auburn University Job Description

Job Title:	<b>Exec Dir, Facilities Ops</b>	Job Family:	No Family
Job Code:	<b>NC19</b>	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

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### Job Summary

Provides senior-level, strategic leadership, oversight, and direction of the maintenance, utility, campus services, landscaping and grounds, and special facilities functions on campus and other university properties.

### Essential Functions

1. Develops and implements strategies for service delivery processes and procedures; initiates continuous process improvements and quality control programs.
2. Leads and directs the personnel of the Facilities Operations group; develops and implements standard personnel policies and procedures.
3. Responsible for establishing and maintaining a comprehensive training program geared toward the professional/technical development of personnel, as well as credentialing standards.
4. Responsible for establishing and executing an ongoing Facilities Condition Assessment program.
5. Develops long-range maintenance plans in conjunction with other applicable Facilities leadership.
6. Directs and oversees the financial dealings of the Facilities Operations group.
7. Develops and implements management metrics for leadership; responsible for maintaining relations and forging communications with leaders across campus.
8. Provides management and oversight of the AU Energy Reduction Strategy and leads the Facilities Management emergency/severe weather response.

### 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>
<b>Education</b>	Four-year college degree	Degree in Engineering, Architecture, Building Science, Construction Management, or related field
<b>Experience (yrs.)</b>	10	Experience in leading and managing within a large facilities organization

#### 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 best practices in construction, project, contract, and program management, maintenance and custodial procedures, utility operations, landscaping and grounds maintenance, and construction practices.

#### Certification or Licensure Requirements

None Required.

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### 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 standing, walking, sitting, reaching, climbing or balancing, talking, hearing, handling objects with hands, .

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 4/4/2014

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