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## Auburn University Job Description

Job Title: **Asst VP, Facilities Operations**

Job Family: No Family

Job Code: **NC19**

Grade FM22 \$115,100 - \$230,200

FLSA status: Exempt

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### Job Summary

Reporting to the Associate Vice President of Facilities, provides senior-level, strategic leadership, oversight, and direction of the maintenance, utilities, campus services, safety, and landscaping operations in support of Auburn University's 470 building, 1650 acre campus and other University properties.

### Essential Functions

1. Responsible for the management of the Facilities Management Operations' annual \$30 million dollar budget, policy and procedure implementation, leadership of the 350 person Operations workforce, training program development, and emergency and severe weather response. Develops and implements strategies to improve service delivery, work execution, cost effectiveness, and quality.
2. Oversees the Maintenance Department operations to include the delivery of emergency, urgent, and routine work orders; minor repair and renovation projects; and preventative maintenance for campus buildings' HVAC, electrical, and plumbing systems. Oversight includes approximately 31,000 work orders and 189,000 preventive maintenance actions annually.
3. Leads the Utilities and Energy Department in the efficient distribution of billions of gallons of hot and chilled water, over a hundred billion kilowatt hours of electrical power, and domestic water to campus buildings. Responsible for overseeing the emergency, routine, and preventative maintenance and repairs of these systems.
4. Provides leadership for the Campus Services unit's operations such as custodial services, work management, mail services, waste management, campus recycling, materials management, moving services, and special event setup. Oversees over 5 million square feet supported by custodial services and approximately \$10 million dollars of annual contract value for service contracts.
5. Responsible for the Landscape Services unit operations to include the planting and maintenance of flowerbeds, ornamental areas, grass, turf, trees, and shrubs across 630 core-campus acres. Oversees landscape projects in support of capital projects.
6. Provides direction for the Facilities Management safety program to ensure that safe work practices are strongly promoted and enforced. Leads a robust program of safety training and ensures the proper use of personal protective equipment as well the safe upkeep and use of tools and operating equipment.
7. Leads Facilities Management support of campus game-day operations for home football weekends. Directs over one hundred Facilities Management personnel in the support of game day operations and post-game campus cleanup. Serves as the Facilities Management representative on the University Game Day Committee and develops plans to prepare the campus for the AU football season.

### Supervisory Responsibility

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*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	Bachelor's degree or Master's degree in Architecture, Engineering, Construction Management/Building Science, Information Technology, or Business-related field.
<b>Experience (yrs.)</b>	20	For Bachelor's degree: Minimum requirement of 20 years with at least 15 years' experience leading or managing facility operations functions (e.g. Maintenance, Utilities, Custodial/Service Contracts, or Landscaping Services), managing the design and construction of facility projects, or implementing/managing facility IT projects and systems. At least 10 years' experience managing people at a supervisory/managerial level. OR For the Master's degree: minimum requirement of 15 years with at least 10 years' experience leading or managing a facility operations function (e.g. Maintenance, Utilities, Custodial/Service Contracts, or Landscaping Services), managing the design and construction of facility projects, or implementing/managing facility IT projects and systems. At least 10 years' experience managing people at a supervisory/managerial level.

#### **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 best practices and theories related to facilities operations including but not limited to construction, project, contract, and program management, maintenance and custodial procedures, utility operations, landscaping and grounds maintenance, and construction practices.

Thorough knowledge of best practices and methods in budgetary and financial management, customer service, project execution, process improvement, and personnel management.

#### **Certification or Licensure Requirements**

Valid Driver's License AND

Professional Engineering License if degree is in engineering OR

NCARB Registered Architect License if degree is in architecture OR

PMI Project Management Professional Certification if degree is in construction management/building science, information technology, or business-related field

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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, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires .

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

Date: 4/24/2020

