
Auburn University Job Description

Job Title: **Assoc VP, Facilities**

Job Family: No Family

Job Code: **NC26**

Grade 41: \$120,200 - \$200,300

FLSA status: Exempt

Job Summary

Provides a wide range of facilities services to administrative departments, students, academic schools, and departments such as building structure maintenance, project management, design and construction of new/renovated spaces.

Essential Functions

1. Performs overview of capital and major renovation projects, including design, construction, and budget proposal and analysis.
2. Provides technical knowledge and acts as a sounding board for discussions and planning in all aspects of campus development while providing overview of Campus Master Plan and maintaining the proper image for the University.
3. Regularly inspect all University facilities, generate standard documentation for facility condition evaluation, space utilization and program development.
4. Develop and implement operating standards, policies, and long range goals including deferred maintenance goals, and prioritizes on going maintenance.
5. Interact with all levels within the University, and interact with local and State governments as required.
6. Develop programs and presentations for the Board of Trustees and others as required for University development and major construction.

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 Engineering, Architecture, Construction Management, or related field
Experience (yrs.)	10	Experience in a senior management role with demonstrated successful leadership experience in a large complex 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 and ability to apply best practices in facilities management.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 sitting, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 3/24/2014
