
Auburn University Job Description

Job Title: **Mgr, Facilities Operations**

Job Family: No Family

Job Code: **NC32**

Grade FM15 \$48,100 - \$81,800

FLSA status: Exempt

Job Summary

Manages the daily operations of a facility or multiple facilities to include assigning work, managing vendors, monitoring building conditions, and verifying work orders.

Essential Functions

1. Carries out administrative duties including monitoring budgets, carrying out policies and procedures, and developing goals and specifications related to the operation of the buildings/facilities.
2. Manages inventory throughout the facility (or facilities).
3. Communicates with others to keep them informed of work progress, respond to complaints and answer questions.
4. Serves as the point of contact for outside contractors ensuring work is completed to contract specifications.
5. Oversees custodial, grounds, pest control, furnishings, and electronic services throughout the building(s).
6. Responsible for building(s) access and key distribution while maintaining accurate records.
7. May coordinate all room arrangements as requested by customers and ensures that arrangement is in compliance with the Office of Safety and Environmental Health.
8. May coordinate emergency plan for building(s).
9. May be responsible for scheduling, placement, and upkeep of the concessions trailer campus wide.

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 | High School | High School Diploma or equivalent |
| Experience (yrs.) | 3 | Experience in managing multiple tasks and various resources |

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 facility operations to include electrical, plumbing, OSHA regulations, and state and federal contract guidelines.

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.

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, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, climbing or balancing, and lifting more than 100 pounds.

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

Date: 1/4/2012
