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## Auburn University Job Description

Job Title: **Asst Mgr, Building Svcs Ops**

Job Family: No Family

Job Code: **NC33**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

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### Job Summary

Directs the second and third shift operations of Building Services including custodial care, floor maintenance, janitorial stockroom and service.

### Essential Functions

1. Performs administrative duties for the department of Building Services.
2. Assists with the daily operations of Building Services.
3. Performs special assignments such as providing information on operational issues, implementing procedural changes and coordinating Building Services staff for special events.
4. Assists with management of outside contractors and vendors.
5. Communicates with others concerning work progress, responds to complaints, and answers questions.
6. Provides training and materials to 2nd and 3rd shift employees for Building Services.

### 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>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	6	Experience in custodial floor care practices

### 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 safe and proper use of chemicals and cleaning materials needed for custodial services, and OSHA as it relates to providing custodial services.

### 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 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 walking, talking, hearing, .

Job occasionally requires standing, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 12/16/2011

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