Auburn University Job Description

Job Title: Dir, Building Services  
Job Code: NC38  
FLSA status: Exempt  
Job Family: No Family  
Grade 38: $78,900 - $131,600

Job Summary
Manages the daily operations of the Building and Custodial Services department including vendor provided services, contract services, pest services, waste management and recycling, service support, classroom building management, mail services, and special events set-up and take-down.

Essential Functions
1. Leads, directs, and supervises the personnel of the Auburn University Building Services Division.
3. Provides technical knowledge, expertise, and directions to various departmental employees for the more difficult tasks and projects.
4. Plans and develops long and short term departmental goals; plans activities and projects.
5. Prepares and approves contract bids, purchase orders, and supplies that meet the contractors requirements.
6. Checks and approves payroll and all overtime within the department.
7. Oversees contract services such as custodial management, waste/recycling management, pest control, and oversight of buildings.
8. Coordinates with facility supervisors for set up and break down of special events.
9. Coordinates with project managers on new or renovated buildings to determine requirements and priorities and to ensure they are properly equipped as specified by Dean, faculty, department head, and/or others as appropriate.
10. Provides staffing data/input for new and renovated buildings.

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

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<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tr>
<td>Four-year college degree</td>
<td>Degree in Management, Public Administration, Business Administration, or related field</td>
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| Experience (yrs.) | 5 | Experience in management and overseeing various support personnel |

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 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
Valid Driver’s License

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 sitting, talking, hearing.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 7/16/2010