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## Auburn University Job Description

Job Title:	<b>Dir, Campus Services</b>	Job Family:	No Family
Job Code:	<b>NC43*</b>	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

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### Job Summary

Manages and oversees the operations of Building/Custodial Services, Services Support, Landscape Services, Waste Removal, Mail Services, and Classroom Services and provides a leadership role in the execution of game day activities.

### Essential Functions

1. Provides effective management and planning of support units within the facilities department for a complex and multi-faceted campus.
2. Supports the strategic planning of the University by establishing specific departmental policies and providing services that support the University's short-term and long-term academic, institutional, financial, and operational goals.
3. Oversees the implementation, management, modification, and development of policy, procedures and programs for assigned areas of responsibility.
4. Establishes appropriate policies and procedures that deliver quality service with a high level of customer satisfaction.
5. Coordinates with University administration to establish and communicate with contractors and Facilities staff to assure quality service and customer expectations are met.
6. Manages a variety of projects independently, from conception through completion ensuring compliance within established health and safety standards.

### 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>	Four-year college degree	Degree in Management, Public Administration, Business Administration, or related field
<b>Experience (yrs.)</b>	7	Experience in business operations and personnel management

#### 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 facility and grounds services and maintenance techniques, and state and federal purchasing and contracting laws. Skill in developing and implementing strategic plans.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 1/3/2012

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