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## Auburn University Job Description

Job Title: **Mgr, Building Plan & Systems**

Job Family: No Family

Job Code: **NC54**

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

FLSA status: Exempt

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### Job Summary

Coordinates the operation and maintenance of assigned buildings and facilities to include repairing HVAC and electrical distribution systems as well as other equipment.

### Essential Functions

1. Inspects all rooms on a daily basis to identify any deficiencies related to equipment or building and coordinates a resolution with internal personnel and external vendors.
2. Maintains computer lab to include (but not limited to) instructing faculty and staff in the use of multimedia equipment and assisting in the maintenance of computer equipment.
3. Repairs and maintains buildings, facilities, and equipment to include (but not limited to) plumbing, HVAC, electrical, drainage, and specialized scientific equipment.
4. Assists in the planning of facility needs to include new construction.
5. Maintains records and documentation regarding work activities, supplies, and equipment used.
6. Oversees and manages laboratory safety and security issues within assigned buildings to include training personnel on OSHA safety procedures and coordinating key card access control.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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>	10	Experience with repair and maintenance of buildings to include HVAC and electrical distribution systems, scientific equipment, computer equipment and programs, and multimedia technology

#### 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 HVAC systems, electrical distribution systems, and pneumatic operations. Ability to read blueprints, to diagnose and repair HVAC, electrical distribution systems, and computer and multi-media equipment.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

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

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires walking, talking, hearing, .

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

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

Date: 1/4/2012

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