Auburn University Job Description

Job Title: Supt, Maint & Mech Svs
Job Code: NC63
FLSA status: Exempt

Essential Functions

1. Plans, organizes, directs, and evaluates activities as they relate to the maintenance and operation of mechanical equipment and building system for Auxiliary Enterprises/ Housing Maintenance throughout campus.
2. Manages and coordinates multiple projects and contractual activities for multiple entities/vendors, other university departments, and in-house units ensuring work is completed within compliance and within terms of the contract.
3. Maintains all major mechanical and operating systems through daily analysis of operating logs.
4. Maintains all inventory and supplies to include chemicals, tools, equipment and administrative materials required to maintain operations.
5. Assists in the development of policies and procedures designed to increase the effectiveness and efficiency of operations.
6. Assists with budget development by receiving, compiling and providing budgetary information, cost projections, and time lines for future projects.
7. Monitors the authorized budgets associated with assigned projects and maintains the financial integrity of each project.

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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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>High School</td>
<td>High School Diploma or equivalent</td>
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| Experience (yrs.) | 7 | Experience in mechanical maintenance practices |

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 maintenance and operations of utility systems.

Certification or Licensure Requirements

Valid Driver's License and CFC

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 talking, hearing, .

Job occasionally requires standing, walking, 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: 11/8/2011