Auburn University Job Description

Job Title: Dir, Maintenance  
Job Code: NC68  
FLSA status: Exempt

Job Family: No Family  
Grade 38: $78,900 - $131,600

Job Summary
Directs and manages the daily maintenance and/or repair of all campus buildings and Facilities Division vehicles and equipment.

Essential Functions

1. Plans, organizes, directs and evaluates the work of multi-department operations to complete facilities maintenance, operation, service, repair and construction.
2. Plans, organizes and manages the preventative maintenance, work order, building repair, major alterations projects and access control programs for the University.
3. Establishes and administers programs, policies, procedures and processes to ensure the safe and timely execution of all work performed by Maintenance department personnel.
4. Communicates and coordinates with clients and other Facility Division organizations (i.e. Design and Construction, Building Services) to ensure quality services are provided.
5. Directs game day support services provided by the Maintenance department prior to and during football season to ensure fan safety and comfort and to minimize facility and infrastructure damage.
6. Manages the annual operation budget development process for the department and oversees cost accounting within the operation sections of assigned departments, provides cost estimates on major projects and prepares and provides input to the deferred maintenance budget for each fiscal year.

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>Degree</td>
<td>Four-year college degree</td>
<td>Degree in Building Science, Architecture, Engineering, or related field.</td>
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<tr>
<th>Experience (yrs.)</th>
<th>7</th>
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<tbody>
<tr>
<td>Focus of Education/Experience</td>
<td>Experience in construction, trades, and administration</td>
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Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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 building systems and structure requirements related to mechanical, electrical, plumbing systems, utility systems, building codes related to ADA, OHSA, and environmental agency requirements.

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.

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, talking, hearing, handling objects with hands, .

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 3/8/2010