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## Auburn University Job Description

Job Title: **Asst Dir, Building Services**

Job Family: No Family

Job Code: **NC78**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

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### Job Summary

Assists in the direction, management and execution of daily operations for the Building and Custodial Services department to include contract services, classroom management, and service support.

### Essential Functions

1. Assists in leading, directing, and supervising the personnel of the Auburn University Building Services Division.
2. Manages the entire set of contracted (outsourced) services provided by the Building Services division for all clients on the Auburn University campus.
3. Ensures that all contracts are executed in a professional and legal manner, consistent with University and State procurement policy to include managing the process for contract requirement development, bidding and procurement, proposal review and selection, change order execution and contract closeout.
4. Manages the classroom and building management employees and processes across campus.
5. Manages the Building Services Support Department ensuring that services are effectively and efficiently delivered throughout campus.
6. Directs and leads the long-range building services efforts of the Building Services Department.
7. Keeps supervisors and designated others fully and accurately informed concerning work progress, including present and potential problems and makes suggestions for new or improved ways of addressing problems.

### 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 Business Administration, Human Resources Management, or related field
<b>Experience (yrs.)</b>	4	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 contract management, facilities management, federal and state contract guidelines, and OSHA as it relates to providing custodial services.

#### Certification or Licensure Requirements

Valid Driver's License

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### 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 sitting, climbing or balancing, talking, hearing, .

Job occasionally requires standing, walking, reaching, 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: 1/27/2011

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