
Auburn University Job Description

Job Title:	Mgr, Preventive Maint	Job Family:	No Family
Job Code:	NC88	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Manages the day-to-day operations for the first and second shifts of the Preventive Maintenance Department.

Essential Functions

1. Manages and organizes the University Preventive Maintenance Program which includes work scheduling, work zoning, supply ordering, and contract negotiations ensuring that the program is efficient and effective throughout campus.
2. Manages building inspections for assigned rooms and buildings ensuring work is scheduled, performed and completed in a timely manner and is satisfactory to the customer.
3. Oversees the quality inspections of equipment assigned to university buildings and maintained by the Preventive Maintenance and Mechanical shops.
4. Manages the weekly plan reviews of drawings and bid documentation for all assigned shops.
5. Responsible for the accuracy and approval of Preventive Maintenance documentation prior to the bid process for assigned shop.
6. Oversees and manages database records related to work orders and equipment located in buildings throughout campus assigned to the Preventive Maintenance program.
7. Maintains and manages the department safety program.

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>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	5	Experience in HVAC, preventive maintenance, or project 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 building codes, electrical codes, and mechanical and HVAC applications.

Certification or Licensure Requirements

None Required.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires talking, hearing, handling objects with hands, .

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

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 3/13/2013
