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## Auburn University Job Description

Job Title: **Supv, Preventive Maint**

Job Family: No Family

Job Code: **NC88**

Grade FM16 \$54,100 - \$92,000

FLSA status: Exempt

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### Job Summary

Supervises and leads the maintenance efforts of the Preventive Maintenance shop, serving Auburn University. Reporting to the Maintenance Engineer, responsible for supervising and leading a maintenance workforce consisting of skilled trades personnel assigned to the shop. Responsible for planning and executing preventative maintenance work and overseeing maintenance work orders to correct and repair building deficiencies to keep campus facilities operational in support of the University's mission.

### Essential Functions

1. Provides leadership and supervision of multi-trade maintenance technicians for the effective and efficient completion of all preventative maintenance work requirements, assigned maintenance projects, and other specialized tasks.
  2. Ensures all work performed by University tradespersons and contractors involved meets University policies, procedures, and contract requirements. Ensures that work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.
  3. Ensures the quality and timely responsiveness of assigned maintenance activities, including after-hours response to emergency calls. Supervises and coordinates the Roving Mechanics to ensure that campus has 24/7 maintenance tech coverage. May work outside of normal operating hours and days to manage special projects or maintenance emergencies.
  4. Oversees work assignments to meet organizational goals and client deadlines in support of University, Facilities Management, and Maintenance department guidelines and mission. Meets with clients on a regular basis to understand their facility needs, plan preventive maintenance activities, and ensure that support can be provided.
  5. Coordinates among the Maintenance department's zones and shops, other Facilities Management departments, outside contractors, and Auburn University customers and visitors ensuring that maintenance activities are coordinated and communicated. Communicates with stakeholders to maintain awareness of activities, maximize efficiencies, answer questions, and resolve issues.
  6. Ensures timely and accurate data is maintained in the work management system to provide proper reporting for clients and senior leadership within Facilities and the University. Tracks status of work accomplishments, analyzes data, and prepares reports and recommendations in support of increasingly higher levels of performance and productivity.
  7. Maintains records and documentation of work activities, supplies, and equipment. Assists in the development of procedures and operating instructions for safe, accurate, and quality work performance and updates on project status.
  8. Participates in the recruitment of staff positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.
  9. Responsible for the Preventive Maintenance budget coordination. Oversees all shop purchases and material requests.
  10. May be responsible for meeting and maintaining training and certification requirements as
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outlined by the applicable department's training and credentialing requirements. May perform other specialized tasks related to upkeep of buildings, grounds, and facilities as assigned.

### **Supervisory Responsibility**

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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>	6	Experience in construction and trades administration.

#### 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 preventative maintenance processes, procedures, and practices; HVAC, plumbing, and electrical building systems; blueprints and shop drawings; and construction principals. Knowledge of working within a work order system and Microsoft office software. Ability to manage and motivate people; ability to effectively communicate with customers and employees.

#### Certification or Licensure Requirements

Valid Driver's License required.

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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.

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 sitting, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires standing, walking, 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, ability to distinguish colors.

Date: 3/13/2020

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