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## Auburn University Job Description

Job Title: **Mgr, Fac Zone Maintenance**

Job Family: No Family

Job Code: **ND04**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

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### Job Summary

Manages the maintenance efforts of two of four campus Facilities Maintenance Zones, serving half of Auburn University's Colleges and Schools, administrative units, as well as Athletics and Auxiliary units. Reporting to the Assistant Director Maintenance, responsible for leading and managing a maintenance workforce of skilled trade personnel assigned to zones. Responsible for, through self and others, executing maintenance work orders to correct and repair building deficiencies and problems as required to keep campus facilities operational in support of the University's academic, research, and outreach mission.

### Essential Functions

1. Manages, leads, and supervises multi-trade corrective maintenance technicians for the effective and efficient completion of all corrective and some preventative maintenance work requirements within assigned facilities. Corrective maintenance may include maintenance projects.
2. Oversees work assignments to meet organizational goals and client deadlines in support of University, Facilities Management and Maintenance department guidelines and mission.
3. Manages assigned staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.
4. Responsible for all work performed by University tradespersons and contractors involved meet University standards and contract requirements. Ensures that work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.
5. Meets with clients on a regular basis to understand facility needs ensuring support can be provided. Ensures quality and timely responsiveness of assigned maintenance activities, including after-hours response to emergency calls.
6. Responsible for ensuring 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. Investigates and responds to clients queries, complaints and other issues to meet and satisfy client needs. Tracks status of work accomplishments, analyzes data, prepares reports and recommendations in support of increasingly higher levels of performance and productivity.
7. Coordinates communications and activities among Maintenance Departments zones and shops, other Facilities Management Departments, outside contractors, and Auburn University customers and visitors. Communicates with stakeholders to maintains awareness of activities, maximize efficiencies, answers questions, and resolves issues.
8. Maintains records and documentation of work activities, supplies, and equipment. Develops and maintains business plans, procedures, and operating instructions for safe, accurate, and quality work performance and updates on maintenance/repair status.

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### Supervisory Responsibility

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## **Auburn University Job Description**

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 Building Science, Architecture, Engineering, Business or related field.
<b>Experience (yrs.)</b>	7	Experience in construction and trades administration. Ability to manage and motivate people, ability to effectively communicate with customers and employees.  Candidate may apply additional relevant supervisory experience toward the education requirement at a rate of two (2) years relevant supervisory experience per year of required education.

### 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 a work order system and Microsoft office software. Knowledge of building systems, blueprints, CADD, and construction principals.

### 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.

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,

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

Date: 2/7/2018

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