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## Auburn University Job Description

Job Title:	<b>Mgr, Vet Med Facilities</b>	Job Family:	No Family
Job Code:	<b>ND23</b>	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

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### Job Summary

Reporting to the Executive Director of Facility Operations, responsible for the overall management and coordination of all College of Veterinary Medicine facilities including administrative buildings, classrooms, large and small animal hospitals, research facilities, North Auburn horse and cow units, satellite research units, the K-9 performance unit, and the Raptor Center. Establishes short- and long-term plans, priorities, and requirements for all maintenance and operational activities for the College of Veterinary Medicine hospital facilities. Approves plans, budgets, and schedules for executing maintenance and operational requirements.

### Essential Functions

1. Inspects and oversees the operation of veterinary hospital building systems and develops plans for the repair and replacement of key system components as needed. Systems include, but are not limited to, HVAC, gas, electrical, lighting, emergency power, audio/visual (A/V), fire alarm, elevator, access control, and operating room equipment.
2. Serves as the principal point of contact for the Dean and senior administrators of the College of Veterinary Medicine and Facilities Management regarding veterinary hospital facilities. Attends progress and planning meetings. Develops and delivers presentations as related to facility projects and general operations.
3. Develops and oversees a preventative maintenance program for veterinary hospital facilities systems. Monitors the execution of the preventative maintenance program to ensure successful completion of work. Generates reports related to the program for leadership personnel.
4. Develops and maintains a comprehensive inventory and database of veterinary hospital systems and equipment to include manufacturer information, operating data, and maintenance requirements. Reviews plans to purchase and install new research and patient care equipment as well as coordinate delivery and installation.
5. Works closely with College of Veterinary Medicine administration and personnel to identify, inspect, and assess problems with facilities and systems, as they relate to operational and clinical requirements. Assists with preparations for accreditation tours and inspections.
6. Works closely with Facilities Management Maintenance, Design Services, and Campus Services personnel to develop maintenance, repair, and renovation projects needed to maintain College of Veterinary Medicine facilities. Coordinates appropriate access for the hospital facilities as necessary.
7. May perform other related duties as assigned by the Executive Director of Facility Operations.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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>	Some college; vocational or Associate's Degree	Associate's degree in HVAC, Electrical Technology, or related field required. Bachelor's degree in Architecture, Engineering, Construction Management, Building Science, Business, or related field preferred.
<b>Experience (yrs.)</b>	5	Experience managing, overseeing, or operating large, complex building systems and maintenance programs, preferably in a hospital, medical facility, or university setting.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of a large variety of technical building systems with the ability to balance the needs of faculty, staff, and students as well as prioritize patient care and safety.

#### Certification or Licensure Requirements

None 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.

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 walking, sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires standing, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Date: 9/28/2018

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