
Auburn University Job Description

Job Title: **Mgr, Fac Campus Srvcs Projects**

Job Family: No Family

Job Code: **ND27**

Unclassified

FLSA status: Exempt

Job Summary

Reporting to the Dir, Campus Services, responsible for continuously identifying, researching, and implementing special projects and process improvement initiatives throughout the Campus Services directorate to achieve operational excellence.

Essential Functions

1. Manages special projects, programs, and management-related tasks affiliated with the entire Campus Services Department.
2. Collects, analyzes, and synthesizes data from multiple sources to generate metrics and assess the overall performance of ongoing Campus Services initiatives. Creates quality control metrics to ensure the proper execution of work.
3. Communicates with customers to inform them of work progress, respond to complaints, and answer questions with regard to quality control and initiatives.
4. Oversees all aspects of data management and analytics to support the programs and organizations within Campus Services. Works with internal and external stakeholders to achieve related metrics and targets.
5. Provides contract management and oversight for assigned contracts within Campus Services.
6. Oversees, researches, and implements continuous improvement initiatives and best practices throughout Campus Services to achieve increased efficiency and operational excellence. Advises senior leadership on selecting initiatives and special projects.
7. Acts as principal liaison with Design and Construction and the Office of the University Architect to provide project status updates and answer inquiries concerning new construction and renovations.
8. Assists the Campus Services directorate with writing, editing, and proofreading grants.
9. Serves on various recruitment and selection committees for Campus Services.
10. Serves as backup manager for Campus Services departmental units. May be responsible for training new managers.
11. May perform other related duties as assigned by the Dir, Campus Services.

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>
Education	Four-year college degree	Degree in environmental sciences, logistics, business, or relevant.
Experience (yrs.)	5	Experience in quality control, logistics, or process improvement. Two (2) years of managing projects and/or process improvement initiatives.

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

- Thorough knowledge of metrics and quality control
- Ability to perform metrics, analyze data, and create reports
- Ability to manage projects with limited/broad guidelines and goals

Preferred:

- Thorough knowledge of Facilities Management and/or the daily, non-technical operations of Campus Services
- Knowledge of APPA and its standards

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, .

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

Date: 7/1/2019
