

JOB INFORMATION

Job Code	ND03
Job Description Title	Mgr, Fac Shops Maintenance
Pay Grade	FM18
Range Minimum	\$73,950
33rd %	\$93,670
Range Midpoint	\$103,520
67th %	\$113,380
Range Maximum	\$133,100
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/7/2018

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities Services

JOB SUMMARY

Manages the maintenance efforts that support Auburn University's colleges and schools, administrative units, as well as athletics and Auxiliary units by providing preventative maintenance, automotive maintenance, carpentry, access control, abatement, sign fabrication, sheet metal fabrication, concrete, and equipment operation support services. Manages a maintenance workforce including skilled trade personnel and technicians assigned to independent Facilities Maintenance shops.

RESPONSIBILITIES

Provides leadership, management, and supervision of 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.
Oversees work assignments to meet organizational goals and client deadlines in support of University, Facilities Management and Maintenance department guidelines and mission.
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.
Ensures all work performed by University tradespersons and contractors involved meet University standards and contract requirements. Communicates with subordinate staff ensuring policies and procedures are understood and maintained. Ensures that work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.
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.
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. 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.
Coordinates communications and activities among Maintenance Department zones and shops, other Facilities Management Departments, outside contractors, and Auburn University customers and visitors. Communicates with stakeholders to keep aware of activities, maximize efficiencies, answers questions, and resolves issues.
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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Engineering, Building Science, Architecture, or Business.	and	7 years of	Experience in construction and trades administration. 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	Yes
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Substitution 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	Yes
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Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of building systems, blueprints, CADD, and construction practices.	
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Knowledge of work order systems and Microsoft office.	
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Ability to manage and motivate people, to effectively communicate with customers and employees.	
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MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.