



JOB INFORMATION

Job Code	BB27C
Job Description Title	Coord III, Athletic Facilities
Pay Grade	FM13
Range Minimum	\$46,580
33rd %	\$55,890
Range Midpoint	\$60,550
67th %	\$65,210
Range Maximum	\$74,520
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/19/2013

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Coordinates and oversees the daily operations, services and event management of assigned athletic/recreational facilities and equipment.

RESPONSIBILITIES

- Coordinates assigned athletic/recreational facility operations ensuring optimal service to customers.
- Organizes and manages facility logistics that may include but is not limited to scheduling programs and events, equipment maintenance, facility inspections, and inventory for Auburn University athletic facilities.
- Coordinates with others, internally and externally, to ensure that facility needs are communicated, coordinated, and executed seamlessly.
- Assists with the development of facility maintenance plans and ensures that all issues are resolved in a timely manner and within code.
- Coordinates the purchase of facility equipment and/or services.
- Performs physical inspections of the facilities on a routine basis ensuring that safety and appearance issues have been appropriately addressed.
- Serves as the point of contact for all assigned facilities.
- Monitors the scheduling of maintenance, staffing levels, and operational standards for assigned facilities.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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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 Management, Building Science, Sports Administration or related field	And	4 years of	Experience in facility management or event operations	

Substitutions Allowed for Education Yes

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

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

Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments.

Also possesses knowledge of related fields and areas of operation which affect, or are affected by, the work.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

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.