

---

## Auburn University Job Description

Job Title: **Supv, Athletics Facilities Zone Maintenance & Operations** Grade FM16 \$54,100 - \$92,000

Job Code: **BB61**

FLSA status: Exempt

Job Family: Facilities, Maintenance & Operations

Job Function:

---

### Job Summary

Reporting to the Manager of Athletics Facilities Zone Maintenance & Operations, the Supervisor of Athletics Facilities Zone Maintenance & Operations is responsible for supervising and leading the maintenance efforts for Auburn University's Athletic Department, which includes athletic buildings, stadiums, administrative units, other auxiliary units and vendor partners. Supervises skilled trades personnel and executes maintenance work orders to address any building deficiencies or problems that may arise. Responsible for executing maintenance work orders to ensure the Athletics Facilities are kept operational and fully support the University's athletic and student-athlete performance and training mission.

### Essential Functions

1. Leads and supervises a team of multi-trade technicians responsible for both corrective and preventative maintenance tasks within assigned facilities. Corrective maintenance may include maintenance projects.
2. Ensures all work performed by Athletic Facilities trades personnel and contractors meet the high standards set by Auburn University and Athletics. Communicates policies and procedures clearly to staff members and ensures they are consistently adhered to. Ensures all work is completed safely, on time, and in compliance with applicable regulatory agencies.
3. Meets with clients on a regular basis to understand their facility needs ensuring support can be provided.
4. Ensures quality and timely responsiveness of assigned maintenance activities, including after-hours response to emergency calls.
5. Oversees work assignments to meet organizational goals and client deadlines in support of the Athletics Facilities Zone Maintenance & Operations department guidelines and mission.
6. Directly supervises assigned staff and participates in the recruitment of staff positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.
7. Ensures timely and accurate data is maintained in the work management system to provide proper reporting for clients and senior leadership within Athletics. Investigates and respond to clients' queries, complaints, and other issues to meet and satisfy client needs. Tracks status of work accomplishments, analyzes data, and prepares reports, and recommendations in support of increasingly higher levels of performance and productivity.
8. Maintains records and documentation of work activities, supplies, and equipment. Assists in the development of procedures and operating instructions for safe, accurate, and quality work performance and updates on project status.
9. Responsible for budget coordination for the zone. Maintains communication with the Manager of Athletics Facilities Zone Maintenance & Operations regarding issues or matters of importance.
10. Performs other related duties as assigned.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training,

---

---

## **Auburn University Job Description**

evaluating, and making or recommending pay, promotion or other employment decisions.

*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.*



---

# Auburn University Job Description

---

## Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma or equivalent.
<b>Experience (yrs.)</b>	6	Experience in construction and trades administration. Must have 1 year of supervising full-time employees.

### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

### 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 building maintenance and operations such as electrical, carpentry, and plumbing codes, OSHA Standards, and environmental management regulations (ADEM). Knowledge of working within a work order system and Microsoft Office software. Knowledge of building systems, blueprints, CADD, and construction principles. Ability to manage and motivate people and effectively communicate with customers and employees.

### Certification or Licensure Requirements

Valid Driver's License.

### Pre-Employment Screening Requirements

None required.

---

## Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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 standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, .

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

Date: 6/6/2023

---

---