
Auburn University Job Description

Job Title: **Supv, Ath Fac Maintenance**

Job Family: No Family

Job Code: **NB81**

Grade 32: \$35,000 - \$58,400

FLSA status: Non-exempt

Job Summary

Supervises and coordinates the building support activities of an athletic facility or facilities.

Essential Functions

1. Assists with managing and coordinating the work and responsibilities of personnel by reviewing tasks, inspecting jobs, and revising instructions.
2. Monitors, directs, and participates in facilitation, set up, and clean up.
3. Inspects all areas of the building(s) for cleanliness, orderliness, safety, ease of passage, and aesthetic quality.
4. Identifies maintenance problems throughout the building(s) and performs maintenance work or schedules work with facilities staff to resolve problems.
5. Assists with purchase, collection, and distribution of parts, supplies and equipment.
6. Communicates with others to keep them informed of work progress, respond to complaints and answer questions.
7. May assign and perform additional maintenance/custodial duties as needed.

Supervisory Responsibility

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

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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|----------------|---|
| Education | High School | High School Diploma or equivalent |
| Experience (yrs.) | 2 | Experience in building care, custodial services and event support |

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 facility operations to include electrical codes, plumbing, and OSHA regulations. Ability to read blueprints.

Certification or Licensure 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, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 11/7/2011
