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## Auburn University Job Description

Job Title: **Maintenance Engineer**

Job Family: No Family

Job Code: **NB92**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

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### Job Summary

Reporting to the Director of Maintenance, the Maintenance Engineer serves as the University's lead engineer and technical expert for facility and building maintenance issues in support of the Facilities Management organization responsible for maintaining over 250 campus facilities totaling over 7 million square feet of building space. This position directly manages Technical Experts in assigned disciplines, as well as the preventative maintenance function of the Maintenance Department. Responsible for leading, directing, and managing a team of plumbing, mechanical, and electrical Technical Advisors to provide in-depth technical support in solving difficult facility problems encountered by the four (4) Facilities Maintenance Zones and eight (8) Facilities Maintenance Shops. This team is expected to be the most knowledgeable experts on campus within their respective trades/fields. Plays a key role in ensuring the successful execution of over 15,000 maintenance work orders annually to correct and repair building deficiencies and problems as required to keep campus facilities operational in support of the University's academic, research, and outreach mission.

### Essential Functions

1. Serves as the chief technical expert of mechanical, electrical, and plumbing systems for the Maintenance Department. Diagnoses and troubleshoots the most comprehensive complex issues on campus. Establishes preventative methods and training programs for new construction projects to uphold building maintenance standards.
  2. Develops plans, programs, and processes to maintain the mechanical, electrical, and plumbing systems in the University buildings across campus. Keeps up-to-date with technology to ensure issues are resolved efficiently and effectively.
  3. Continuously assesses the quality, efficiency, and condition of mechanical, electrical, and plumbing systems across campus and develops maintenance/repair programs and processes to address issues. Conducts inspections on repair and renovation projects to assess and request funding, if needed.
  4. Develops and manages assigned operating budget to ensure labor, material, overtime, and contract expenditures are maintained as allowed.
  5. Assesses and enforces the safety programs as required to ensure the safety of employees in all areas.
  6. Ensures the professional growth of each direct report/team member through performance coaching, goal setting, and routine talent development dialogue ensuring scheduling and attendance at training and educational opportunities. Ensures and promotes an inclusive and diverse environment that supports the growth and success of all.
  7. Manages assigned staff and participates in recruitment of positions including reviewing resumes, participating in interviews, and conducting performance evaluations. Assists in resolving employee relations issues.
  8. 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.
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## **Auburn University Job Description**

### **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>
<b>Education</b>	Four-year college degree	Degree in mechanical engineering, electrical engineering, or closely related field.
<b>Experience (yrs.)</b>	7	Experience in managing or directing Mechanical and/or Electrical Engineering activities, preferably in a large university setting. Must have at least 1 year experience directly managing full-time technical staff.

#### 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

Knowledge of mechanical, plumbing, and electrical engineering practices, blueprint reading, construction practices, and computer applications such as web based work order system and Microsoft Office software. Must have above average customer service skills and high level verbal (and written) communication skills.

#### Certification or Licensure Requirements

Professional Engineer (PE) in Mechanical or Electrical Engineering. Valid Driver's License is required.

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### 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, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 2/2/2018

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