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## Auburn University Job Description

Job Title: **Mgr, Campus Mech & Elec Sys**

Job Family: No Family

Job Code: **NC07**

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

FLSA status: Exempt

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### Job Summary

Manages personnel and budgets for multiple shops within the Facilities Management. Responsible for the daily maintenance and repair of mechanical and electrical systems within university buildings.

### Essential Functions

1. Leads the HVAC, Plumbing, Electrical, Preventive Maintenance and Automotive Shop workforce by providing daily direction and supervision over the personnel. Resolves personnel issues and takes personnel actions, as appropriate, such as recruiting, hiring, counseling, disciplinary actions, and performance appraisals.
2. Directs and enforces the safety program within the department.
3. Develops plans, programs, and processes to maintain the mechanical and electrical systems in University buildings across campus, to include preventive maintenance, work orders, system repairs, and system replacements.
4. Systematically assesses condition of mechanical and electrical systems across campus. Develops short and long range maintenance plans to address key systems issues. Execute projects to repair and improve system performance.
5. Manages the execution of HVAC, plumbing and electrical projects to meet critical milestones and client requirements. Manages contracts to execute work, as required, to accomplish required projects.
6. Develops and manages the departmental operating budget to ensure labor, material, overtime, and contract expenditures are maintained within allowed targets.
7. Develops maintenance/repair programs and processes for mechanical and electrical systems across campus to ensure they are operating properly and efficiently.
8. Develops plans and executes projects to reduce energy and utility use in campus buildings.
9. Professionally receives, investigates, and resolves client complaints.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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	Mechanical or Electrical Engineering or a related discipline in Engineering
<b>Experience (yrs.)</b>	5	Experience in maintaining multiple mechanical systems including preventive maintenance for a large university campus or facilities complex.

### 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, electrical, HVAC, and automotive local and state codes

### Certification or Licensure Requirements

Certification as a Professional Engineer in Mechanical or Electrical Engineering  
Valid drivers license

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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.

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

Job occasionally requires reaching, 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: 9/27/2012

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