

JOB INFORMATION

Job Code	NC19
Job Description Title	Assoc VP, Facilities Operations
Pay Grade	FM24
Range Minimum	\$152,320
33rd %	\$198,020
Range Midpoint	\$220,870
67th %	\$243,720
Range Maximum	\$289,420
Exemption Status	Exempt
Organizational use restricted to the following divisions	102 Vice President-Facilities Mgmt
Approved Date:	12/13/2024 3:04:21 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Associate Vice President of Facilities, provides senior-level, strategic leadership, oversight, and direction of the maintenance, utilities, campus services, safety, and landscaping operations in support of Auburn University's 470 building, 1650 acre campus, and other University properties.

RESPONSIBILITIES

- Responsible for developing and implementing a comprehensive strategic plan for the Facilities Management (FM) Operations organization that aligns with the university's overall goals. Provides senior leadership to advance a culture of innovation within the FM Operations organization to explore new technologies and practices that can improve efficiency, reduce costs, and enhance service delivery. Provides comprehensive oversight for benchmarking studies to ensure that the FM Operations organizational performance remains competitive and aligned with industry best practices.
- Directs effective oversight and management of financial resources for the FM Operations organization. Develops and maintains budgets, and allocates resources strategically ensuring fiscal responsibility. Effectively manages finances to optimize operations through informed decision-making.
- Effectively manages and develops the organization's workforce. Aligns workforce planning with business strategy, creates succession plans for key leadership positions, and establishes a performance management system to ensure employee development and organizational readiness.
- Provides leadership in building and maintaining strong relationships with external stakeholders, including the community, government agencies, and industry partners. Leads initiatives that foster effective communication and collaboration, advocates for the FM Operations interests ensuring compliance with regulations, utilizing and optimizing external resources to align internal and external strategic goals.
- Provides strategic leadership in developing and implementing comprehensive sustainability initiatives to reduce the organization's environmental footprint. This includes leading efforts in energy conservation, waste reduction, and collaborating with Auburn University's green building practices to create a more sustainable campus.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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	in Architecture, Engineering, Construction Management, Building Science or related field.	and	15 years of	experience in facilities management, preferably in higher education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong understanding of sustainability practices and green building standards.	And
Excellent communication and interpersonal skills.	
Strong leadership and organizational skills.	
Proven track record in strategic planning, financial management, and operational leadership.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	And
	Professional Engineering License if degree is in engineering	Upon Hire	Required	Or
	NCARB Registered Architect License if degree is in architecture	Upon Hire	Required	Or
Certified Project Management Professional (PMP)-PMI	PMI Project Management Professional Certification if degree is in construction management/building science, information technology, or business-related field	Upon Hire	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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.