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## Auburn University Job Description

Job Title:	<b>Coord, Building Operations</b>	Level I	Grade 31 \$31,300 - \$52,100
Job Code:	<b>NC37</b>	Level II	Grade 32 \$35,000 - \$58,400
FLSA status:	Exempt	Level III	Grade 33 \$39,300 - \$65,500

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### Job Summary

Coordinates and oversees the daily administration/supervision of equipment, service personnel, and facilities within assigned buildings which serve various academic departments, colleges, and schools for faculty, staff, and students.

### Essential Functions

1. Coordinates and oversees the use of fixed and mobile equipment and facilities in and around various classroom buildings.
2. Serves as liaison between the Facilities Division, Dean, faculty, staff, students, and various contractors providing services to colleges and other designated classroom buildings.
3. Serves as safety coordinator for designated buildings and works closely with Risk Management and Safety to ensure building compliance.
4. Maintains access and key control and reservations to ensure optimum service for staff, faculty, and students.
5. Performs physical inspections of the facilities on a routine basis, and may perform minor maintenance and upkeep, ensuring that safety and appearance issues have been appropriately addressed.
6. Coordinates special event activities by helping to ensure security of the designated buildings.
7. Initiates, updates, and maintains records, listings, and other documentation of work activities, schedules, supplies, and equipment.
8. Generates, retrieves, and reports records related to assigned buildings to Dean, University, and/or outside reporting agencies in addition to planning, recommending, and submitting short and long term departmental/facilities goals.
9. May coordinate vehicle reservations, maintenance, fueling, and cleaning when vehicles are assigned to a facility.
10. May conduct tours of the assigned buildings.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelors degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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## Auburn University Job Description

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### Minimum Required Education and Experience

- Level I** Bachelors degree in discipline appropriate to position with no experience.
- Level II** Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

Degree in Management, Public Administration, Business Administration, or related field

#### Focus of Experience

Experience in overseeing various support personnel

#### **Substitutions allowed for Education:**

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### **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**

#### **Certification or Licensure Requirements:**

Valid driver's license may be required for some positions.

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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, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires 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: 1/11/2012

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