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## Auburn University Job Description

Job Title:	<b>Dir, Campus Services</b>	Job Family:	No Family
Job Code:	<b>NC38</b>	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

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### Job Summary

Manages the daily operations of the Campus Services department within Facilities Management including vendor provided services, contract services, pest services, waste management and recycling, service support, classroom building management, mail services, and special events set-up and take-down.

### Essential Functions

1. Leads, directs, and supervises the personnel of the Auburn University Campus Services Department.
2. Manages budgetary activities and oversees cost accounting and funds expenditures for Campus Services Operations.
3. Provides technical knowledge, expertise, and directions to various departmental employees for the more difficult tasks and projects.
4. Plans and develops long and short term departmental goals; plans activities and projects.
5. Prepares and approves contract bids and orders that meet the contractors requirements.
6. Oversees contract services such as custodial management, waste/recycling management, and pest control.
7. Coordinates with facility supervisors for set up and break down of special events.
8. Coordinates with project managers on new or renovated buildings to determine requirements and priorities and to ensure they are properly equipped as specified by Dean, faculty, department head, and/or others as appropriate.
9. Provides staffing data/input for new and renovated buildings.
10. Establishes appropriate policies and procedures that maintain strong customer relationships and deliver quality services with a high level of customer satisfaction.

### 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	Degree in Management, Public Administration, Business Administration, or relevant field.
<b>Experience (yrs.)</b>	7	Management experience in a large and complex service organization. Experience in contract oversight and management. Must have at least two years' experience managing full-time employees. Maximum use of substitution is 2 years education for experience.

#### **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 personnel management; contract procurement and management; human resources policies and procedures; accounting principles; Microsoft office including Word, Excel, Access.

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

Valid Driver's 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.

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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 7/30/2019

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