
Auburn University Job Description

Job Title: **Asst Mgr, Facilities Operation**

Job Family: No Family

Job Code: **NC61**

Grade 32: \$35,000 - \$58,400

FLSA status: Exempt

Job Summary

Assists in the management of the daily building support operations of a facility or multiple facilities to include supervising and assigning work, overseeing custodial care, minor maintenance, facilities, and meeting room arrangements and audio visual support.

Essential Functions

1. Inspects all areas of the building(s) for cleanliness, orderliness, safety, ease of passage, and aesthetic quality.
2. Assists with major event planning, facilitation, day-to-day room set up and audio visual needs, and clean up.
3. Identifies and resolves maintenance problems throughout the building(s) either by performing minor maintenance work or coordinating work with facilities staff.
4. Responsible for monitoring and maintaining the supply budget.
5. Purchases, collects, stores, and distributes supplies and equipment.
6. Communicates with others to keep them informed of work progress, respond to complaints and answer questions.

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>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	2	Experience in building care, custodial services and event support

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 facility operations to include electrical codes, plumbing, and OSHA regulations. Ability to read blueprints.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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

Job occasionally requires sitting, 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: 12/15/2011
