
Auburn University Job Description

Job Title: **Asst Dir, Property Mgmt**

Job Family: No Family

Job Code: **NC63**

Grade FM18 \$67,500 - \$121,500

FLSA status: Exempt

Job Summary

Under general supervision of the Director, Property Management, manages warehouse, maintenance and mechanical units/operations and related contracted services serving Housing, Dining, and others as required.

Essential Functions

1. Plans, organizes, directs, and evaluates daily activities of a multi-unit organization as it relates to the maintenance, repair, and operations of mechanical equipment and building systems (plumbing, electrical, mechanical, and other), Dining facilities and equipment including establishing and managing a preventative maintenance program.
2. Plans and directs the efficient work activities of supervisors, staff, temporary, and student employees; assigns and monitors work duties and responsibilities; establishes and modifies work methods, schedules, and priorities.
3. Manages assigned staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues and develops and trains staff.
4. Establishes and administers programs, policies, procedures, and processes to ensure the safe and timely execution of all work performed by Maintenance personnel. Develops policies and procedures designed to increase production, efficiency, and effectiveness of the organization and improve quality of facilities served.
5. Oversees and coordinates multiple improvement projects through project initiation, design, construction, and completion as they pertain to student housing, campus dining, and other properties to ensure compliance. Monitors and oversees authorized budgets of assigned projects to maintain the financial integrity of each project.
6. Manages and coordinates projects and contractual activities for multiple entities/vendors, university departments, and in-house units ensuring work is completed within compliance of code, terms of contracts, and quality of work.
7. Oversees all inventory and supplies including chemicals, tools, equipment, material, and supplies ensuring compliance with all state and federal purchasing laws.
8. Assists with budget development by receiving, compiling, and providing budgetary information, cost, projections, and time lines for future projects.

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>
Education	Four-year college degree	Degree in Building Science, Architecture, Engineering, Business or relevant field.
Experience (yrs.)	7	Experience in commercial and residential construction or commercial and residential building maintenance to include HVAC and refrigeration.

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:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge and understanding of building maintenance and repair; including electrical, plumbing, mechanical, and carpentry. Knowledge of current building codes and practices, and OSHA standards. Knowledge of work management systems, federal and state purchasing laws and regulations.

Ability to schedule, plan, staff, and oversee multiple projects simultaneously; including emergency repairs, preventative maintenance, scheduled maintenance and repairs, renovations and new construction.

Ability to manage and effectively communicate with customers and employees.

Certification or Licensure Requirements

Valid Driver's License and EPA universal refrigerant license, or ability to obtain within 120 days of employment.

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 talking, hearing, .

Job occasionally requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

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Date: 9/14/2022

