
Auburn University Job Description

Job Title: **Asst Dir, Campus Services**

Job Family: No Family

Job Code: **NC74**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Assists in the direction, management, and oversight of the progression and execution for departments such as, but not limited to Custodial Services, Recycling and Waste Reduction, Service Support, Work Management, Access Control, Mail Services, and Materials Warehouse, to include vendor contract services.

Essential Functions

1. Assists in leading, directing, and supervising the personnel of Auburn University's Campus Services.
2. Provides oversight of day to day operations of Campus Services and serves as backup support to the director of Campus Services.
3. Ensures that all contracts of Campus Services are executed in a professional and legal manner, consistent with University and State procurement policy to include managing the process contract requirement development, bidding and procurement, proposal review and selection, change order execution and contract closeout.
4. Manages the entire set of contracted (outsourced) services provided by the Custodial Services unit for all clients on Auburn University Campus.
5. Directs various departments within Campus Services as assigned to ensure that services are effectively and efficiently delivered throughout campus.
6. Directs and leads the long range custodial efforts of Campus Services.
7. Develops and initiates efforts to continually improve upon existing departmental processes and procedures.
8. Assists in the implementation and management of quality assurance/quality control programs for Campus Services.
9. Keeps supervisors and designated others fully and accurately informed concerning work progress, including present and potential problems and makes suggestions for new or improved ways of address problems.

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 Management, Public Administration, Business Administration, or related field.
Experience (yrs.)	5	Experience in management of support personnel in multiple service departments.

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 program management, project management, project execution processes, facilities management, maintenance engineering, construction and maintenance processes and practices and budgeting principles.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, talking, hearing, handling objects with hands, .

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 7/30/2019
