



JOB INFORMATION

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|-------------------------|---------------------------|
| Job Code | NC74 |
| Job Description Title | Asst Dir, Campus Services |
| Pay Grade | FM20 |
| Range Minimum | \$89,030 |
| 33rd % | \$115,740 |
| Range Midpoint | \$129,090 |
| 67th % | \$142,440 |
| Range Maximum | \$169,150 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 7/30/2019 |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------------|
| Job Family: | Facilities, Maintenance, & Operations |
| Job Function: | Facilities Services |

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.

RESPONSIBILITIES

- Assists in leading, directing, and supervising the personnel of Auburn University's Campus Services.
- Provides oversight of day to day operations of Campus Services and serves as backup support to the director of Campus Services.
- 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.
- Manages the entire set of contracted (outsourced) services provided by the Custodial Services unit for all clients on Auburn University Campus.
- Directs various departments within Campus Services as assigned to ensure that services are effectively and efficiently delivered throughout campus.
- Directs and leads the long range custodial efforts of Campus Services.
- Develops and initiates efforts to continually improve upon existing departmental processes and procedures.
- Assists in the implementation and management of quality assurance/quality control programs for Campus Services.
- 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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | Supervises others with full supervisory responsibility. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|---|-----|---------------------|--|--|
| Bachelor's Degree | Degree in Management, Public Administration, Business Administration, or related field. | and | 5 years of | Experience in management of support personnel in multiple service departments. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|--|--------------------------------|------------|------------------|--|
| DL NUMBER - Driver License, Valid and in State | Any State | Upon Hire | Required | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | | | X | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | X | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | | X | |
| Extreme heat | | | | X | |
| Humidity | | | | X | |
| Wet | | | | X | |
| Noise | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Hazards | | | | X | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

Vision Requirements:

Ability to see information in print and/or electronically.