
Auburn University Job Description

Job Title: **Asst Dir, Maintenance**

Job Family: No Family

Job Code: **NC76**

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

FLSA status: Exempt

Job Summary

Assists in the direction, management, and execution of maintenance projects across campus, and in the long-range maintenance planning process.

Essential Functions

1. Assists in managing all deferred maintenance and major alteration projects; ensures all projects are meeting established milestones to completion.
2. Oversees and manages the planning and execution of preventative maintenance programs.
3. Leads improvement teams to identify and correct problems that may prevent project completion.
4. Coordinates with the Utilities division to ensure preventative maintenance and energy reduction strategies and practices of both departments are compatible.
5. Directs and leads the long-range maintenance efforts of the Maintenance department.

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	Four-year college degree	Degree in Building Science, Architecture, Engineering, or related field
Experience (yrs.)	7	Experience in construction, maintenance, and project management. 5 years experience must be leading and managing within a large facilities organization and in managing a large facilities maintenance or construction program at the senior management level.

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 and project management, construction and maintenance practices, processes, and procedures, building codes related to ADA, OSHA, and environmental agency requirements.

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: 9/9/2010
