
Auburn University Job Description

Job Title: **Supv, Fac Zone Maintenance**

Job Family: No Family

Job Code: **ND05**

Grade FM16 \$54,100 - \$92,000

FLSA status: Exempt

Job Summary

Supervises and leads the maintenance efforts of one of four campus Facilities Maintenance Zones, serving one-quarter of Auburn University's Colleges and Schools, administrative units, as well as Athletics and Auxiliary units. Reporting to the Manager, Facilities Zone Maintenance, responsible for supervising and leading a maintenance workforce consisting of skilled trades personnel assigned to the zone. Responsible for executing maintenance work orders to correct and repair building deficiencies and problems as required to keep campus facilities operational in support of the University's academic, research, and outreach mission.

Essential Functions

1. Ensures all work performed by University tradespersons and contractors involved meet University standards and contract requirements. Communicates with subordinate staff to ensure policies and procedures are understood and maintained. Ensures that work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.
 2. Meets with clients on a regular basis to understand their facility needs ensuring support can be provided.
 3. Ensures quality and timely responsiveness of assigned maintenance activities, including after-hours response to emergency calls.
 4. Provides leadership and supervision of multi-trade corrective maintenance technicians for the effective and efficient completion of all corrective and some preventative maintenance work requirements within assigned facilities. Corrective maintenance may include maintenance projects.
 5. Oversees work assignments to meet organizational goals and client deadlines in support of University, Facilities Management and Maintenance department guidelines and mission.
 6. Directly supervises assigned staff and participates in recruitment of staff positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.
 7. Ensures timely and accurate data is maintained in the work management system to provide proper reporting for clients and senior leadership within Facilities and the University. Investigates and responds to clients queries, complaints and other issues to meet and satisfy client needs. Track status of work accomplishments, analyzes data, prepares reports, and recommendations in support of increasingly higher levels of performance and productivity.
 8. Coordinates among Maintenance Departments zones and shops, other Facilities Management Departments, outside contractors, and Auburn University customers and visitors ensuring that maintenance activities are coordinated and communicated. Communicates with stakeholders to maintain awareness of activities, maximize efficiencies, answer questions, and resolve issues.
 9. Maintains records and documentation of work activities, supplies, and equipment. Assists in the development of procedures and operating instructions for safe, accurate and quality work performance and updates on project status.
 10. Responsible for budget coordination for the zone. Maintains communication with Manager, Facility Zone Maintenance regarding issues or matters of importance.
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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.)	6	Experience in construction and trades administration. Ability to manage and motivate people, ability to effectively communicate with customers and employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of working within a work order system and Microsoft office software. Knowledge of building systems, blueprints, CADD, and construction principals.

Certification or Licensure Requirements

Valid Driver's License.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, .

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

Date: 2/7/2018
