

Assistant Director, Maintenance
Auburn University

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Posted Sep. 3, 2025, set to expire Jan. 3, 2026

Job Title	Assistant Director, Maintenance
Department	Maintenance
Institution	Auburn University Auburn, Alabama

Date Posted	Sep. 3, 2025
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Application Deadline	Open until filled
Position Start Date	Available immediately

Job Categories	Director/Manager
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Academic Field(s)	Facilities Operations
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Job Website	https://www.auemployment.com/postings/55810
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Job Description

Job Summary

Assists in the oversight of campus-wide maintenance operations, staff supervision, and budget management to ensure safe, efficient, and high-quality facility services. Coordinates with internal clients, contractors, and events to support maintenance projects, special events, and continuous operational improvements.

Essential Functions

- Manages in-house construction personnel and coordinates all phases of construction projects—from planning and scheduling to execution and completion—ensuring compliance with university standards, safety regulations, and client expectations.
- Serves as the primary liaison among internal departments, contractors, and university

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stakeholders to facilitate smooth project delivery, resolve issues, and maintain transparency through regular updates and stakeholder engagement.

- Oversees project budgets and adjustments, ensures accurate documentation and reporting in the work management system, and participates in design reviews and inspections to uphold quality and regulatory compliance.
- Supervise, oversee and provide direction for day-to-day corrective and preventative maintenance activities across maintenance shops to ensure technicians have clear guidance of what is expected in completing work orders.
- Directs game day support services provided by Facilities Management prior to and during football season to ensure fan safety and comfort and to minimize facility and infrastructure damage. Supports other campus events as needed.
- Plans and directs the efficient work activities of supervisors, managers, trades, equipment operators, administrative staff and temporary or student employees; assigning and monitoring work duties and responsibilities; establishes and modifies work methods, schedules, and priorities.
- Develops, tracks and monitors metrics as related to the Maintenance unit capabilities and operations.
- Oversees cost accounting and budget management for operational sections within assigned departments. Reviews and analyzes departmental expenditures and prepares annual budget submissions, including projections for new building maintenance, temporary staffing (employees and students), and contracted maintenance services.
- Assesses staff performance and formulates performance standards and expectations.
- Oversee appropriate training of staff; identifying training needs; developing and implementing training activities.
- Ensure all governmental and University safety programs and standards are followed and adhered to.

Why Work at Auburn?

- **Life-Changing Impact:** Our work changes lives through research, instruction, and outreach, making a lasting impact on our students, our communities, and the world.
- **Culture of Excellence:** We are committed to leveraging our strengths, resources, collaboration, and innovation as a top employer in higher education.
- **We're Here for You:** Auburn offers generous benefits, educational opportunities, and a culture of support and work/life balance.
- **Sweet Home Alabama:** The Auburn/Opelika area offers southern charm, vibrant downtown scenes, top-ranked schools, and easy access to Atlanta, Birmingham, and the Gulf of Mexico beaches.

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- **A Place for Everyone:** Auburn is committed to fostering an environment where all faculty, staff, and students are welcomed, valued, respected, and engaged.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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