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Assistant Director, Maintenance (Zones)
Auburn University

Direct Link: https://www.AcademicKeys.com/r?job=263845
Downloaded On: Oct. 13, 2025 4:14pm
Posted Oct. 13, 2025, set to expire Feb. 9, 2026

Job Title	Assistant Director, Maintenance (Zones)
Department	Maintenance
Institution	Auburn University Auburn, Alabama
Date Posted	Oct. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Facilities Operations
Job Website	https://www.auemployment.com/postings/56438
Apply By Email	
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

- Supervise, oversee and provide direction for day-to-day corrective and preventative maintenance activities across four (4) maintenance zones to ensure technicians have clear guidance of what is expected in completing work orders.
- Interact with and liaise with clients on varies Maintenance projects, Maintenance work orders and

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expected performance. Provide monthly (or more frequent) updates to clients on topics of concern or maintenance issues.
- Supports the management of all deferred maintenance and major alteration projects, ensuring each initiative progresses according to established milestones. Leads improvement teams to proactively identify and resolve issues that could hinder project completion.
- Provides support and assists with leading the long-range maintenance efforts of the Maintenance department.
- 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.
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Ready to lead and shape the future of higher education? Apply today! War Eagle!

Contact Information

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

Contact

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