
Auburn University Job Description

Job Title: **Coord, Ag Land & Resource Mgmt**

Job Family: No Family

Job Code: **AG04**

Grade AF10 \$34,400 - \$48,200

FLSA status: Exempt

Job Summary

Reporting to the Director, Agriculture Land & Resource Management (ALRM), serves as the program coordinator for daily operations of the Federal Excess Personal Property (FEPP) program for the College of Agriculture and Alabama Agricultural Experiment Stations, as well as responsible for coordinating ALRM financial processes; equipment and fleet management; customer work orders and data management; AutoCAD and ARGIS system data; and office IT systems. Prepares comprehensive action plans including cost estimates, Gantt timelines, risk assessment, and compliance requirements.

Essential Functions

1. Coordinates the administration, physical inventory, acquisition and disposal of excess federal property across the College of Agriculture and Alabama Agriculture Experiment Stations.
2. Coordinates the acquisition, inventory, and disposal of equipment and fleet. Tracks and maintains the life cycle equipment and fleet management software tracking system. Responsible for meeting and maintaining state and university inventory and insurance requirements.
3. Compiles and manipulates engineering technical data for use in construction projects. Assures that data from Auto-CAD drawings, digital surveys, and the use of drone technology is prepared for use in ALRM construction projects. Prepares digital images for communication and project planning and technical updates.
4. Coordinates with all stakeholders to create and maintain project documentation, Gantt charts and timelines, and estimated budgets for construction, technology, and other projects.
5. Ensures compliance with Federal, ADEM, and Auburn University Environmental Regulations and Laws, conducts QCI inspections, and maintains required documentation. Coordinates ADEM Spill Prevention Control and Countermeasures (SPCC) program.
6. Collaborates with vendors, employees, and other stakeholders to ensure property inventory and financial transactions are accurately maintained in the Banner Business and Finance ERP. Coordinates university annual inventory audits. Coordinates acquisition, disposition, and software maintenance of computers, iPhone, and other technology.
7. Completes assigned construction and maintenance projects as needed, including planning and execution, ordering, and procurement of materials and oversight.
8. May perform other job-related duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Required: No specific discipline Desired: Degree in Engineering, Project Management, or related field
Experience (yrs.)	4	Experience in inventory control and management, project coordination, process management, and/or GIS data management while also meeting the stated required knowledge.

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 USDA FEPP laws and regulations. Demonstrated knowledge of inventory control principles. Demonstrated knowledge of inventory documentation and records. Demonstrated knowledge in documentation of the condition of various types of property ranging from lab equipment to vehicles. Demonstrated knowledge in packaging, shipping and receiving inventory. Demonstrated knowledge of fleet and equipment management principles. Demonstrated knowledge in documentation fleet and equipment records.

Demonstrated knowledge in compiling, manipulating and exporting GIS data (survey and engineering technical data including CAD files and drawings, digital surveys, and data point clouds) to field equipment including GPS rover stations. Demonstrated knowledge of construction site software and systems including setup and operation of equipment visual guidance system, GNSS base and GNSS Rover system.

Demonstrated knowledge in meeting coordination, documentation, compilation, manipulation and export project time-line and budget information. Demonstrated knowledge of theory of constraints and critical path project management principals.

Demonstrated knowledge in creation, administration and documentation of training records.

Demonstrated knowledge of Federal, ADEM and Auburn University Environmental Regulations and Laws for storm water runoff at construction sites and fuel site Spill Prevention Control and Countermeasures.

Demonstrated knowledge of State and University property and financial transactions laws and requirements. Demonstrated knowledge in acquisition, disposition and maintenance of software updates on computers, iPhones and other technology.

Demonstrated knowledge of construction and repair of research support equipment and facilities.

Demonstrated knowledge in loading, unloading, and transportation of equipment using Class A-Comb Vehicles and tank vehicles.

Certification or Licensure Requirements

Commercial CDL = Class A-Comb Vehicle GVWR>26,000#, with Vehicle in tow >10,000# with in tank endorsement. ADEM Qualified Credentialed Inspector certification.

Physical Requirements/ADA

Auburn University Job Description

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.

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 .

Job occasionally requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

No special vision requirements

Date: 9/17/2021
