
Auburn University Job Description

Job Title: **Assoc AD, Capital Projects**

Job Family: No Family

Job Code: **BA74**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

Job Summary

Oversees and leads the planning and development of capital projects for the Auburn University Athletic Department to include architecture and engineering functions.

Essential Functions

1. Manages the multi-year and multi-phase slate of Athletics Capital Improvement Projects in accordance with priorities established through the Athletic Director, Executive Vice President, Auburn University Administration, and the Board of Trustees.
2. Works closely with the Athletic Director, Chief Operating Officer, Sports Administrators, coaches and staff to develop the requirements of potential capital projects.
3. Provides tracking and reporting for the Athletics Director and University Architect on project execution by developing, collecting, analyzing, and publishing execution metrics and statistics relative to project execution.
4. Provides operational requirements, coordination, and direction to the members of the project team, including Facilities Management Design Managers, Construction Project Managers, architectural/engineering consultants and construction contractors.
5. Develops and maintains execution strategies and design/construction schedules for capital projects.
6. Collaborates with the University Architect to manage the architect and engineer selection process, design contract management, project design, project budget development, post-construction award design management, and design review process.
7. Develops and maintains the Athletic Department Facility Master Plan and ensures it is coordinated and aligned with the Campus Master Plan.
8. Serves as the owner's representative during the architect and construction manager selection processes, as well as the programming, design, bidding, and construction phases of projects.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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 architecture or engineering.
Experience (yrs.)	15	Experience in leading and managing design and construction projects at a senior project management level. A minimum of 10 years experience as a design architect/engineer or architectural/engineering project manager.

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 architectural, design, and construction principles and practices, project management, budgeting, and building codes.

Certification or Licensure Requirements

Must be licensed by the State of Alabama Board for Registration of Architects or Engineers or hold a current license which enables registration in the state of Alabama. License must be in good standing defined by the State Board.

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: 9/26/2016
