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## Auburn University Job Description

Job Title:	<b>Dir, Capital Projects</b>	Job Family:	No Family
Job Code:	<b>NC14</b>	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

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### Job Summary

Lead and direct the University's campus capital projects by administering the programs, procedures and processes to ensure the safe and timely execution of all work.

### Essential Functions

1. Manages capital projects planning, including programming, design, construction management and contract administration for Auburn University. Manages the program of all assigned design and engineering projects to ensure their successful completion.
2. Develops and directs the Campus Architects on the Office of the University Architecture (OUA) staff and the external consulting groups who work in support of departments mission. Establishes and administers programs, procedures and processes to ensure the safe and timely execution of all work performed by the OUA personnel working on Capital Projects.
3. Develops and directs procedures for providing technical oversight and management of all projects and designs.
4. Evaluates and makes recommendations concerning long-range viability of Capital Projects and the proper relationship of one project to another.
5. Guides processes for consultant selection and contracting by recommending the appropriate contract method(s) for delivery of services.
6. Collaborates with the Director, Campus Planning and Space Management on master planning issues; collaborates with Director, Design Services on campus design standards.
7. Communicates and maintains relationships with external regulatory agencies.
8. Develops effective and efficient request for proposal procedures for project design to include, but not limited to, prequalification and contract award processes.

### 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>
<b>Education</b>	Four-year college degree	Degree in Architecture from an accredited college or university.
<b>Experience (yrs.)</b>	10	Experience in institutional facility design and complex building design of a wide range of building types.

### 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 public works and competitive bid laws, building codes, Alabama building commission rules and regulations, architectural design principles.

### Certification or Licensure Requirements

Registered Architect. Must be licensed by the State of Alabama Board of Registration of Architects (in good standing) or hold a current NCARB certificate.

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## 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.

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, handling objects with hands, .

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, and lifting up to 50 pounds.

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

Date: 3/14/2016

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