
Auburn University Job Description

Job Title: **Mgr, Construction Projects**

Job Family: No Family

Job Code: **NC17***

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Manages outside contractor, in-house project construction, and construction management company projects for the University.

Essential Functions

1. Acts on behalf of the University when dealing with outside contractors, architects and engineers through the completion of the warranty period.
2. Coordinates the work effort of contractors, consultants and internal university agencies by serving as the liaison between multiple contractors and the University by managing project meetings, work orders, outages, etc.
3. Communicates with others to keep them informed of activities and answer questions.
4. Performs and oversees physical inspections of contracted work to ensure contract compliance is adhered to and reports findings to appropriate personnel.
5. Provides technical direction and assistance to bring deficiencies in design or implementation to the contractors and architects and engineers and monitors final resolution.
6. Ensures the development, accuracy and submission of documents by contractors, consultants, architects and engineers.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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 Building Science, Architecture, Engineering, or related field
Experience (yrs.)	5	Experience in construction project administration

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 construction methods and procedures to include building codes, construction law, state building guidelines, and Occupational Safety and Health Administration (OSHA) codes. Skill in reading and interpreting blue prints.

Certification or Licensure Requirements

None Required.

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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, talking, hearing, .

Job occasionally requires climbing or balancing, and lifting up to 25 pounds.

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

Date: 1/4/2012
