
Auburn University Job Description

Job Title: **Asst Mgr, Construction Project**

Job Family: No Family

Job Code: **NC18**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Assists in the management and supervision of the in-house construction unit.

Essential Functions

1. Analyses and estimates projects of varying sizes required to properly prepare project construction budgets.
2. Orders, purchases, receives and catalogs materials and supplies needed for projects.
3. Develops, solicits, receives and processes contract data related to construction projects.
4. Manages activities and operations of the estimating and bookkeeping section of Project Construction.
5. Creates and reviews records and documentation of work activities for time and payment accountability.
6. Analyses, evaluates, and provides cost information to the project management function of Project Construction.
7. Monitors and reviews construction activity and solves problems.

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>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	4	Experience in construction project administration

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 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 sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 12/16/2011
