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## Auburn University Job Description

Job Title: **Asst Dir, Construction Svcs**  
Job Code: **NC21**  
FLSA status: Exempt

Job Family: No Family  
Grade 37: \$68,700 - \$114,500

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### Job Summary

Assists in the planning, organizing and directing of operations and activities of the University Construction Services Department by overseeing all external construction projects and the in-house construction unit.

### Essential Functions

1. Plans and organizes project requirements for the construction, repair and maintenance of buildings, grounds, and streets on University grounds.
2. Assists the Facilities Construction Director in managing personnel, activities, operations and monitoring budgets in Construction Services.
3. Assist the Director in developing and implementing policies and procedures.
4. Assists in overseeing budget preparation and other associated financial functions of Construction Services.
5. Reviews, evaluates and authorizes contract changes and monetary changes to outside construction contracts.
6. Monitors and reviews construction activity, solves problems, and notifies Director when necessary of problems.
7. Communicates with others to keep them inform of work progress, present potential problems and makes suggestions addressing problems.

### 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>
<b>Education</b>	Four-year college degree	Degree in Building Science, Architecture, Engineering, or related field
<b>Experience (yrs.)</b>	7	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

Alabama General Contractors License  
Valid Drivers License  
Certified Safety Inspector

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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 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 .

Job occasionally requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting more than 100 pounds.

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

Date: 12/16/2011

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