
Auburn University Job Description

Job Title: **Univ Architect/Dir Fac Design**

Job Family: No Family

Job Code: **NC31**

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

FLSA status: Exempt

Job Summary

Develop and manage the staff of facilities design services and the external consulting groups who work in support of our mission by establishing overall procedures, guidelines, and standards and enforce adherence for the AU Campus facilities.

Essential Functions

1. Provides overall planning, guidance, oversight, and overarching direction relative to the order, plan, image, character, and coordination of the campus' physical, service, and system attributes and aesthetics.
2. Interacts with directors and supervisors within Facilities to develop solutions and understanding of critical issues to keep the campus facilities up to the expected level of performance.
3. Communicates with internal university personnel including deans, department heads, administrators, and directors outside of facilities to establish working procedures, project parameters, and performance expectations.
4. Manages and communicates with service providers, contractors, consultants, planners, architects, and engineers to guide and monitor their work as it relates to the evolution of design for construction of new and renovation projects.
5. Communicates and maintains relationships with external regulatory agencies.
6. Solves complex and simple planning, strategic, and design challenges.
7. Evaluates and makes recommendations concerning long range viability of projects and the proper relationship of one project to another.
8. Analyzes existing conditions in order to chart a recommended course of action ranging from campus modification, to replacement, to renovation, to minor improvements for complete buildings or individual building systems or components.
9. Guides processes for consultant selection and contracting by recommending the appropriate contract and method for delivery of services.
10. Designs and illustrates campus planning and building solutions to facility issues.

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	Terminal	Degree in Architecture
Experience (yrs.)	7	Experience in principles and practices of architectural design

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 design and 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

Registered Architect
Valid driver license

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, talking, hearing, .

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/4/2012
