

---

## Auburn University Job Description

Job Title:	<b>Asst VP, Planning, Dsgn, &amp; Constr</b>	Job Family:	No Family
Job Code:	<b>NC35</b>	Grade 40:	\$104,500 - \$174,200
FLSA status:	Exempt		

---

### Job Summary

Reporting to the Associate Vice President of Facilities, leads and directs the planning, design, and construction of all Auburn University facilities. Manages the design process of capital projects for new campus facilities and maintenance, repair, and renovation projects for approximately 470 existing university buildings. Responsible for leading all campus planning initiatives as well as overseeing the execution of all university construction contracts from bidding to final inspection.

### Essential Functions

1. Leads and directs the \$500+ million dollar University Capital Project Program to include architect selection, design contract management, project design, project budget development, post-construction award design management, and design review process. Develops facility program requirements and ensures that all processes and procedures are compliant with applicable laws and guidelines.
2. Oversees several departments within Facilities Management including the Office of the University Architect, Campus Planning and Space Management, Capital Project Design, Design Services, Construction Management, and Project Support. Develops and manages the annual operation budget for the Planning, Design, and Construction department and oversees cost accounting and fund expenditures.
3. Directs campus planning efforts by developing and analyzing facility and land use requirements, conducting site planning, and overseeing the space management process for campus facilities. Oversees the development and review of the Comprehensive Campus Master Plan, Campus Landscape Master Plan, and Capital Projects Plan.
4. Responsible for managing the University's \$100-\$200 million annual design and construction program for capital projects (projects over \$1 million). Directs pre-construction efforts for approximately 45 capital projects annually to include budget development; bid strategy, recruitment, and process management; and post bid value engineering. Ensures that projects are constructed and completed in a high quality, timely, and cost-efficient manner.
5. Oversees the design development and construction execution of the university's maintenance, repair, and renovation projects—totaling about 170 projects valued at \$15 million annually. Responsible for project design and review, architect selection, contract management, and facility program development.
6. Leads and directs efforts to support the Board of Trustees project approval process and governance mission. Develops and delivers analyses and presentations to the Board of Trustees on capital projects, campus planning, image and character, and other issues as tasked.
7. Leads University outreach efforts to foster important relations with the architectural and construction community. Regularly meets and briefs the industry groups and their constituent firms regarding Auburn University, University business practices, and upcoming workloads.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

---

---

## **Auburn University Job Description**

*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.*

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Bachelor's degree or Master's degree in Architecture, Engineering, Construction Management/Building Science, or Business-related field.
<b>Experience (yrs.)</b>	20	<p>For Bachelor's degree: Minimum requirement of 20 years with at least 15 years' experience managing the design or construction of projects. At least 10 years' experience managing people at a supervisory/managerial level.</p> <p>OR For Master's degree: Minimum requirement of 15 years with at least 10 years' experience managing the design or construction of projects. At least 10 years' experience managing people at a supervisory/managerial level.</p>

#### **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**

Thorough knowledge of best practices and theories in construction, project, contract, and program management.

Thorough knowledge of architectural or engineering design, construction techniques, project management, and building codes.

Knowledge of budgeting, accounting practices, and analysis of financial data.

#### **Certification or Licensure Requirements**

Valid Driver's License AND

Professional Engineering License if degree is in engineering OR

NCARB Registered Architect License if degree is in architecture OR

PMI Project Management Professional Certification if degree is in construction management/building science or business-related field

---

### 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.

---

---

## **Auburn University Job Description**

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires .

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

Date: 4/24/2020

---