
Auburn University Job Description

Job Title: **Asst Dir, Design Support**

Job Family: No Family

Job Code: **NC40**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Provides direct and indirect management of all aspects of design on University property.

Essential Functions

1. Ensures that consultants and contractors involved in university construction projects meet all pre-determined contract requirements through the use of current project management tools and practices.
2. Represents the University by conducting physical inspections of contracted work to monitor contract compliance and brings deficiencies in design or implementation to the contractor's and architect's attention and monitors final solution.
3. Oversees and coordinates the work effort of consultants and internal University agencies and serves as liaison when multiple contractors are on site.
4. Oversees the development, accuracy, submission, and processing of documents such as invoices, pay applications, and change orders by consultants, architects, and engineers.
5. Monitors the authorized budgets associated with assigned projects and maintains the financial integrity of each project.
6. Assists in developing procedures designed to increase the efficiency and effectiveness of departmental operations and addressing construction needs within the university.
7. Keeps supervisors and designated others fully and accurately informed concerning work progress, including present and potential problems and makes suggestions for new or improved ways of addressing 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	Four-year college degree	Degree in Architecture, Engineering, or related field
Experience (yrs.)	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 state and federal building and construction codes.

Certification or Licensure Requirements

Registration as Professional Engineer or Architect

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

Job occasionally requires standing, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 1/4/2012
