Auburn University Job Description

Job Title: Asst Dir, InHouse Construction
Job Code: NC41
FLSA status: Exempt

Job Summary
Provides direct and indirect management for all aspects of in-house construction.

Essential Functions

1. Responsible for in-house construction projects and outside contractors, architects, and other consultants to provide expedited delivery of construction projects.
2. Oversees the development of estimates for all projects on campus that do not require approval by the Board of Trustees.
3. Coordinates, oversees, and ensures that contractors and in-house construction personnel involved in university construction projects meet all contract requirements.
4. Prepares construction updates, assigns projects to subordinate personnel, and authorizes and oversees budgeting of projects as well as develops short and long term business plans and sets policy and procedures for the unit.
5. Reviews construction project blueprints and plans for a thorough understanding of project requirements.
6. 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
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

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<th>Education</th>
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<th>Focus of Education/Experience</th>
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<tr>
<td></td>
<td>Four-year college degree</td>
<td>Degree in Building Science, Architecture, Engineering, or related field</td>
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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 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, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, 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