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## Auburn University Job Description

Job Title:	<b>Mgr, Facilities Project</b>	Level I	Grade 33 \$39,300 - \$65,500
Job Code:	<b>NC56</b>	Level II	Grade 34 \$45,100 - \$75,100
FLSA status:	Exempt	Level III	Grade 35 \$51,900 - \$86,400
		Level IV	Grade 36 \$59,700 - \$99,600

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### Job Summary

Provides construction management support and oversight of project scopes, budgets, contracts, design, bidding, construction compliance with codes and contracts, and day-to-day operational and tactical aspects associated with various projects and facilities.

### Essential Functions

1. Coordinates and directs projects, making detailed plans to accomplish goals and directing the integration of technical activities.
2. Reviews, and implements project budgets, bids, contracts, and schedules.
3. Manages construction progress including ensuring that procedures and materials comply with specifications; observing work in progress; and performing physical inspections to assure timeliness, conformance with requirements, and acceptable workmanship.
4. Performs administrative functions such as reviewing and writing reports, approving expenditures, enforcing rules, and making decisions about the purchase of materials or services.
5. Manages the services of architects, engineers, and contractors.
6. Coordinates with project team to continually monitor cost and time management, keeping current summaries of actual and projected expenditures, and apportioning the budget to the appropriate project components.
7. Develops and implement policies, standards, and procedures for the engineering and technical work performed on the various projects and facilities.
8. Identifies problems and deficiencies in design and implementation and recommends and/or implements solutions with appropriate persons or groups.
9. May be responsible for meeting and maintaining training and certification requirements as outlined by the applicable department's training and credentialing requirements.

### 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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with 2 years experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.
IV	Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department.	Possesses and applies comprehensive knowledge of a particular field of specialization to the completion of complex assignments. Also possesses strong knowledge of related fields, processes, policies or areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 8 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with 2 years experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level IV** Bachelor's degree in discipline appropriate to position plus 8 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

Degree in Building Science, Architecture, Engineering, or related field

#### Focus of Experience

Experience in construction project administration

#### 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

See Job Family Levels

#### Certification or Licensure Requirements:

Valid Driver's License

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, and lifting more than 100 pounds.

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

Date: 1/4/2012

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