
Auburn University Job Description

Job Title:	Assoc Dir, Ag Land Res Mngt	Job Family:	No Family
Job Code:	NC65	Grade 35:	\$50,900 - \$84,800
FLSA status:	Exempt		

Job Summary

Oversees and coordinates the daily activities of Ag Land & Resource Management including construction projects, event planning, public relations, and budget planning.

Essential Functions

1. Provides management oversight, direction and coordination of all construction project activities pertaining to Ag/AAES.
2. Manages and oversees the inspection, maintenance and repairs of Ag and AAES lands, facilities and equipment.
3. Manages special event operations to include preparing, planning and assisting with event activities.
4. Produces and interprets architectural drawings, blueprints and graphic designs for construction projects and AAES-related signage.
5. Works in conjunction with AU Risk Management and Public Safety to provide safety training to field personnel.
6. Manages bid requests for technical equipment bid specifications.

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	High School	High School Diploma or equivalent
Experience (yrs.)	10	Experience in land/facilities resource management and construction practices.

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 construction management, electrical and plumbing codes, Occupational Safety and Health Administration (OSHA) regulations, and current bid laws.

Certification or Licensure Requirements

None Required.

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; may include frequent heavy travel and/or unanticipated irregular work hours; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, 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: 8/24/2009
