
Auburn University Job Description

Job Title:	Dir, Design Services	Job Family:	No Family
Job Code:	NC72	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

Job Summary

Directs, manages and oversees the architectural and engineering designs of Auburn University projects to include the repair, renovation, and/or new construction of facilities.

Essential Functions

1. Establishes and administers programs, policies, procedures and processes to ensure the safe and timely execution of all work performed by Design Services Division personnel.
2. Directs, manages and leads in the design and engineering of projects ensuring that in-house and consultant engineers produce designs that meet requirements and specifications.
3. Responsible for the program management of all assigned design and engineering projects to ensure their successful completion.
4. Develops and directs procedures for providing technical oversight and management on all projects and designs.
5. Develops effective and efficient request for proposal procedures for project design to include, but not limited to, prequalification and contract award policies and processes.
6. Manages the annual operation budget development process for the division and oversees cost accounting and fund expenditures, provides cost estimates on design and engineering expenditures and requirements, major projects, and prepares and provides input in the Facilities Division budget for each fiscal year.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Engineering, Architecture, Building Science, or related field.
Experience (yrs.)	7	Experience in managing facilities construction management and construction programs and projects. 5 years experience must be leading and managing large construction programs at the senior management level.

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 program management, project management, project execution processes, project procurement and contracting, facilities management, maintenance engineering, construction processes and practices and budgeting principles.

Certification or Licensure Requirements

Registration as Professional Engineer or Architect and Valid Driver's License

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, sitting, reaching, climbing or balancing, talking, hearing, handling objects with hands, .

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 7/8/2010
