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## Auburn University Job Description

Job Title:	<b>Mgr, InHouse Design</b>	Job Family:	No Family
Job Code:	<b>NC80</b>	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

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### Job Summary

Manages and coordinates the engineering and architectural design of projects constructed primarily through Facilities In-House Construction personnel.

### Essential Functions

1. Leads and manages teams of design professionals responsible for the generation of project scopes, budgets, schedules, and designs for construction projects.
2. Oversees and coordinates the design functions for multiple projects in accordance with the University Fiscal Year Project Execution Plan.
3. Manages all in-house design projects throughout the execution process, including establishing milestones and developing status reports.
4. Oversees solicitations and contracting of architectural and engineering design services for various projects.
5. Manages design contracts while projects are in the construction phase of execution.

### 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>
<b>Education</b>	Four-year college degree	Degree in Engineering or Architecture or a degree in any related field and registration as an Architect or Professional Engineer.
<b>Experience (yrs.)</b>	7	Experience in managing facilities design/construction programs and projects. 5 years experience must be leading and managing large design 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 design management, methods, processes, procedures, and practices, program and project management, architectural and engineering design standards, and project procurement and contracting.

#### Certification or Licensure Requirements

Registration as Professional Engineer or Architect and 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, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

Date: 3/16/2011

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