
Auburn University Job Description

Job Title: **Asst Dir, Construction Mngt**
Job Code: **NC81**
FLSA status: Exempt

Job Family: No Family
Grade 37: \$68,700 - \$114,500

Job Summary

Manages, coordinates, oversees, and leads the construction of Auburn University projects to include the repair, renovation, and/or new construction of facilities.

Essential Functions

1. Assists in managing the construction of multiple simultaneous projects and in executing the construction portion of the university's Fiscal Year Project Execution Plan.
2. Ensures construction projects are executed safely, on time, within budget, and in a high quality manner.
3. Assists in the preparation of construction project updates to be utilized by University officials, clients, and others within Facilities.
4. Provides technical oversight and management of all construction projects.
5. Assists in developing effective and efficient policies, processes, and procedures for the execution of construction contracts and construction management consultant contracts.
6. Ensures consultants and construction contracts are appropriately managed in order to meet client requirements.
7. Assists in the management of the annual operation budget development process for the division.

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, Construction Management, or related field.
Experience (yrs.)	7	Experience in construction and/or project management. Experience in leading and managing large construction programs is desirable.

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
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: 2/20/2018
