Auburn University Job Description

Job Title: Mgr, Construction Operations
Job Code: NC86
FLSA status: Exempt

Job Summary
Manages the daily construction field operations of in-house project construction to include oversight of the safety program.

Essential Functions
1. Manages the in-house construction field operations ensuring that all work is completed in a safe and efficient manner.
2. Ensures policies, procedures, construction documents, and processes are followed for safety and construction on all in-house construction projects.
3. Develops hazard analysis plans for all projects assigned to the unit.
4. Develops and revises, if necessary, project schedules to establish project timelines within established delivery.
5. Performs periodic scheduled and unscheduled progress and quality inspections as well as final inspections for projects.
6. Communicates project information to subordinates as well as prepares reports covering field activities for projects.

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

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree in Building Science, Construction Management, Architecture, Engineering, or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in construction trades, project management, safety planning, and scheduling.</td>
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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 methods and procedures to include building codes, construction law, state building guidelines, and Occupational Safety and Health Administration (OSHA) codes. Skill in reading and interpreting blue prints.

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 sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, walking, 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: 8/22/2012