AUBURN
Human Resources

Asst Dir, Architecture & Engineering-NRMC

Job Description

JOB INFORMATION

Job Code	AC29
Job Description Title	Asst Dir, Architecture & Engineering-NRMC
Pay Grade	AF21
Range Minimum	$115,720
33rd %	$154,290
Range Midpoint	$173,580
67th %	$192,860
Range Maximum	$231,430
Exemption Status	Exempt
Organizational use restricted to the following divisions	144 College Forestry Wild Environment
Approved Date:	10/24/2025 2:18:27 PM

JOB FAMILY AND FUNCTION

Job Family:	Agriculture & Forestry
Job Function:	Natural Resource Infrastructure & Planning

JOB SUMMARY

This position provides program oversight of architecture and engineering design services to military installations within the Center for Natural Resource Management on Military Lands (CNRMML) in the College of Forestry, Wildlife, and Environment. The position develops a sustainable program, supervises project managers, creates and maintains partnerships between Auburn and the U.S. Department of Defense, and fills critical knowledge gaps encountered by military installation managers.

RESPONSIBILITIES

- Develops an economically sustainable program capable of providing architecture and engineering services to multiple military installations throughout the continental United States. Manages architecture and engineering design projects. Responsibilities include evaluating work statements, crafting project proposals, creating detailed budgets, identifying and managing appropriate contractors, hiring and supervising remote staff, and ensuring projects are completed on schedule and within budget.
- Builds and maintains productive relationships with management staff at partner military installations and within the University.
- Supervises technical, support, research, and/or professional staff members to support project-specific staffing and resource requirements.
- Manages the services of architects, engineers, contractors, and vendors for projects and programs.
- Identifies problems and deficiencies in design and recommends and/or implements solutions with military installation partners.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Building Science, Architecture, Engineering, or related fields. Graduate degree in applicable field is highly desired.	and	8 years of	Experience in managing architecture, engineering, or construction projects and programs. Experience supervising or mentoring full-time employees, working with federal environmental regulations and legislation, or collaborating with or within military Engineering Divisions or Branches is highly desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Comprehensive knowledge of project management principles, including management of budget and personnel, stakeholder relations, contracting, managing risk, and reporting.	
Successful track-record of administering grants, cooperative agreements, and/or contracts.	
Ability to manage multiple projects with multiple contractors simultaneously.	
Ability and willingness to travel as this position's duties require the incumbent to travel up to 1-2 weeks per month.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.