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## Auburn University Job Description

Job Title: **Dir, Ag Land & Resource Mngt**

Job Family: No Family

Job Code: **GA02**

Grade FM18 \$67,500 - \$121,500

FLSA status: Exempt

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### Job Summary

Provides leadership in the overall management of Ag Land Resource Management (ALRM) staff, budgets, and construction projects. Provides guidance in the administration of the ALRM work order system and information technology functions, Federal Excess Property inventory, engineering data interpretation, fleet maintenance and equipment inventory. Oversees the planning and execution of in-house construction projects in support of the College of Agriculture (CoAG), Alabama Agricultural Experiment Station (AAES), as well as other units across campus to include the repair, renovation, and/or new construction of Ag-related facilities and land management. Works closely with CoAG and AAES administrators in the development of comprehensive services for units related to AAES projects.

### Essential Functions

1. Manages the Ag Land and Resource Management unit to provide support for AAES and CoAG research initiatives through in-house construction and heavy equipment operations. Ensures that all projects meet established campus standards and works with AU Facilities meet or exceed state construction guidelines.
2. Provides leadership and guidance to the Associate Director, Supervisor of Heavy Equipment and Construction and the Coordinator on a regular basis. Oversees strategic programming, forecasting, and planning for the daily operations of Ag and AAES Land and Facilities Management. Provides oversight of ALRM employee activities pertaining to training, performance evaluations, and making or recommending pay, promotion or other employment decisions.
3. Serves as Area Property Officer for Federal Excess property and coordinates with employees, faculty, and University units to implement strategic programs and construction projects pertaining to Ag, AAES, and COAG.
4. Establishes and administers programs, policies, procedures and processes to ensure the safe and timely execution of all work performed by ALRM personnel.
5. Prepares departmental budget and administrative reports and analyzes and interprets financial data.
6. Serves as a liaison between College of Agriculture and Facilities Management and represents AAES/COAG on various committees.
7. Performs other duties as assigned.

### 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 Management, Business, Agricultural Business, Construction, Building Science, or related field
<b>Experience (yrs.)</b>	7	Experience in open land and/or space resource management and construction management

#### 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 best management practices in leadership and personnel management. Demonstrated knowledge of construction and repair of research support equipment and facilities and heavy equipment construction. Demonstrated knowledge of Federal, ADEM and Auburn University Environmental Regulations. Demonstrated knowledge of general construction principals as related to Agricultural structures, remote and or rural roadways and research ponds. Demonstrated knowledge of and the ability to translate engineered CAD files into usable format for project management and construction. Knowledge of resource management to include water, soil, and geo-spatial computer programs and accounting and budgeting principles and practices. Knowledge of Auburn University building and construction management practices, general budget management, ability to formulate project cost, plan projects and execute projects. Ability to manage staff that come from different construction backgrounds.

#### Certification or Licensure Requirements

None Required.

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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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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.

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## **Auburn University Job Description**

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

Date: 7/25/2022

