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## Auburn University Job Description

Job Title: **Dir, Engineering Research Operations** Job Family: No Family  
Job Code: **JA13** Grade RE13 \$92,400 - \$175,600  
FLSA status: Exempt

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### Job Summary

The Director of Engineering Research Operations directs all research support operations in the Samuel Ginn College of Engineering. Provides oversight, guidance, and supervision to other research engineers and research technicians who provides support to faculty, staff, and students across the College of Engineering as well as the operations in the Auburn University Research and Innovation Campus located in Huntsville. Responsible for developing strategies and plans for appropriate support for the operational aspects of the College of Engineering Research Operations.

### Essential Functions

1. Supervises, develops, and trains engineers, technicians, and students who provide engineering services to faculty (and departments) within the College that requires specialized skills and equipment including designing, testing, and operating prototype research equipment.
2. Advises faculty, postdocs, students, and staff with engineering design, modification, prototype, process development, analysis procedures, and other engineering solutions.
3. Supervises and manages the daily operations of the secured research facilities within the College of Engineering. Manages facilities with elevated security needs including planning, supervising, and evaluating electrical and mechanical systems for repair, maintenance, or installation of new equipment. Designs, implements, and oversees the Access Control System on the secured facilities to ensure compliance with all federal standards
4. 4.Plans and supervises construction on the secured research facilities. Oversees contractors and subcontractors for all required facility aspects and administers engineering maintenance contracts.
5. Supervises facility managers, which includes providing support in off-campus buildings.
6. Integrates with Colleges and Departments for reconfiguration, changes, and operational requirements.
7. Analyzes, forecasts, and manages operations and maintenance costs, which include purchases of supplies, tools, and equipment.
8. Develops plans and strategies for operational practices and infrastructure needed to support the College of Engineering's Research programs.
9. Coordinates with the Research Security Compliance Office to oversee access ensuring federal guidelines are met and followed.
10. Performs other duties as assigned.

### 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.

*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. Masters preferred
<b>Experience (yrs.)</b>	10	Experience and specialized training in engineering and research practices and principles, laboratory operations, and in secure research facility operation.

#### **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**

#### **Certification or Licensure Requirements**

Registered Professional Engineer is desired

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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.

Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 11/2/2022

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