
Auburn University Job Description

Job Title:	Mgr, Project Design	Level I	Grade 33 \$39,300 - \$65,500
Job Code:	NC10	Level II	Grade 35 \$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Manages the architectural/engineering design, planning, program development, design/construction, bidding, and contract administration of numerous in-house and contracted projects ranging in scope from less than \$50,000 to greater than \$100 million.

Essential Functions

1. Presents design representations of project information graphically, in writing, and orally.
2. Manages consultant services by enforcing contractual requirements, common industry practice, and university standards.
3. Analyzes, documents, reports, and recommends corrective action concerning the condition of existing facilities to assist in forecasting and prioritizing anticipated costs and needs.
4. Designs and illustrates solutions for projects on campus facilities.
5. Manages financial documents to approve and expedite the processing of payments to external providers of goods and services.
6. Manages and reviews design/construction documents to ensure they are accurate and prepared within professional technical standards, university standards, building codes, State Public Works and other applicable laws.
7. Manages and revises project budgets to establish realistic project estimates that keep project costs within established budgets and return excess funds to the funding source.
8. Develops, implements, manages and revises project schedule to establish realistic project timelines that keeps project delivery within established deadlines.
9. Develops and manages facility design standards that meet established university guidelines.
10. Performs as a liaison for Facilities to personnel within and outside of the university by representing Facilities in a positive and professional manner.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	With supervision, performs project management duties using established methods, principles, concepts and procedures. Judgments are made on routine matters impacting outcomes.	Knows and applies fundamental concepts, practices and procedures of project management.	Bachelors degree in discipline appropriate to position with 2 years experience.
II	Under limited supervision, performs varied project management duties and assignments involving independent judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of project management, with awareness of related fields.	Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I Bachelors degree in discipline appropriate to position with 2 years experience.

Level II Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Building Science, Architecture, Engineering, or related field

Focus of Experience

Experience in project management and construction

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

Certification or Licensure Requirements:

Valid Driver's License

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 up to 50 pounds.

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

Date: 10/1/2010
