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## Auburn University Job Description

Job Title: **Exec Dir, Design&Construction**

Job Family: No Family

Job Code: **NC20**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

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### Job Summary

Leads, directs, manages, and oversees the personnel, processes, and procedures involved in the execution of all projects within Facilities Management.

### Essential Functions

1. Provides leadership and direction of several areas within Facilities Management which may include, but are not limited to, Design Services, Construction Management, Program Management, In-House Construction, Estimating, and Contract Support.
2. Manages programs and oversees the execution of all AU Facility Management projects, from project initiation to construction closeout.
3. Initiates and oversees process improvement initiatives for every step of the project execution process.
4. Manages the Deferred Maintenance program, as well as the annual Project Prioritization Process.
5. Develops long-range maintenance plans in conjunction with other Facilities Management leaders.
6. Cultivates and maintains working relationships with university leaders as they relate to project communications.
7. Establishes training programs, credentialing standards, and mentoring processes aimed at the professional and technical development of personnel.
8. Manages professional interactions with consultants/contractors by establishing and enforcing standardized selection processes, criteria, guidelines, procedures, and contract formats.
9. Directs the continued development and refinement of design standards in conjunction with the University Architect.

### 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 Engineering, Architecture, Building Science, Construction Management, or related field
<b>Experience (yrs.)</b>	10	Experience in leading and managing design and construction functions

#### 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 practices in construction, project, contract, and program management and construction design principles

#### Certification or Licensure Requirements

None Required

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### 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 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 standing, walking, sitting, reaching, climbing or balancing, talking, hearing, handling objects with hands.

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 4/4/2014

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