
Auburn University Job Description

Job Title: **Asst Dir, Project Support**

Job Family: No Family

Job Code: **NC58**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Reporting to the Design Services Director, responsible for the daily operations related to contracts, estimating, bid management, plan vault, and campus relocation functions. Provides staff supervision, guidance, and overall review of associated documentation, processes, and activities. Manages the annual operation budget for the department and provides cost estimates on proposed construction projects. Communicates and coordinates with clients and other Facility Management organizations to ensure quality service.

Essential Functions

1. Establishes and administers programs, policies, procedures, and metrics to ensure the most efficient and effective execution of all work performed by Project Support personnel. Maintains and provides guidance on standard contract routing and approval processes. Reviews contracts for both internal departments and external customers and analyzes contracts regarding risk exposure.
 2. Serves as authority for and ensures legal compliance with Alabama bid and licensing laws as well as other state and federal regulations. Oversees the legal administration of advertising, bidding, design and construction proposals, and contracts such as Large Public Works and Small Public Works. Establishes and maintains procedures for compliance and for documenting the decision-making process.
 3. Oversees and reviews the development of design and construction estimates. Monitors and maintains construction cost database to order and track purchased materials, labor, and supplies needed for projects. Ensures that bids are received, analyzed, certified, and documented as per all applicable legal requirements.
 4. Responsible for the maintenance, documentation, and organization of contract documents and records. Oversees the collection, archival, retrieval, and/or removal of all design and construction documents for the University.
 5. Provides oversight for the planning and execution of campus moves consisting of personnel, furnishings, and/or equipment. Responsible for the development, coordination, and implementation of moving and relocation guidelines. Ensures that campus relocation metrics and statistics are developed, collected, analyzed, and published.
 6. Prepares AutoCAD drawings for Facility Division projects, space management and campus planning. Updates and maintains campus building drawings and the space management system. Creates new space plans, architectural designs, and/or digital images for design projects.
 7. Monitors the Project Support program and ensures that all projects are initiated and identified with appropriate project criteria. Responsible for tracking progress through established milestones and completion. Monitors project issues and facilitates communication between parties to resolve issues. Maintains project data and develops, analyzes, and publishes project execution metrics and reports.
 8. Educates clients and Facilities Management organizations regarding project support processes oversees training sessions as requested, and surveys users to measure satisfaction and determine areas of improvement.
 9. May perform other related duties as assigned by the Design Services Director.
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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>
Education	Four-year college degree	Degree in Building Science, Construction Management, Architecture, Engineering, Business Management, or related field.
Experience (yrs.)	7	Experience in construction estimating to include oversight and management of estimating services; construction contract development, writing, negotiating, and management to include assessment of risk; and understanding and providing guidance on state and local contract laws.

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

Thorough understanding of Alabama bid and licensing laws and document retention requirements.

Knowledge of construction estimating and requirements of contracts.

Knowledge of budget development.

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 more than 100 pounds.

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

Date: 10/10/2018
