



JOB INFORMATION

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|-------------------------|----------------------|
| Job Code | NC64A |
| Job Description Title | Project Expeditor I |
| Pay Grade | FM13 |
| Range Minimum | \$46,580 |
| 33rd % | \$55,890 |
| Range Midpoint | \$60,550 |
| 67th % | \$65,210 |
| Range Maximum | \$74,520 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/9/2011 |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------------|
| Job Family: | Facilities, Maintenance, & Operations |
| Job Function: | Project Support & Data Management |

JOB SUMMARY

Serves as a liaison for construction personnel involved in new construction and renovation projects for Auburn University.

RESPONSIBILITIES

- Reviews, writes and issues supporting documents for small public works contracts according to submitted bids and University regulations.
- Receives and develops project estimates/quantity surveys for new construction and renovation projects as needed for project execution and material procurement.
- Solicits quotes from vendors and estimates delivery dates, analyzes proposals, prepares purchase requisitions, and monitors shipping schedules if needed.
- Analyzes design plans and visits project sites to assist in calculating quantities to order, purchase, receive and catalog materials and supplies needed for new construction and renovation projects.
- Maintains and documents records of all bid results.
- Maintains and monitors computer data base on sensitive project information that may include orders, vendors, and tracking materials and supplies.
- Develops and distributes bid packages/request for proposals, plus schedules and attends pre-bid meetings relating to upcoming university building projects.
- Receives, analyzes and certifies bids for small public work contracts.
- Coordinates with Project Managers to schedule submittals and material deliveries for new construction and renovation projects.
- Creates and maintains project schedules to assist Assistant Director in planning for future work.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

| | |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|------------------------------------------------------------|-----|---------------------|----------------------------------------|--|
| Bachelor's Degree | Degree in Building Sciences, Engineering, or related field | and | 2 years of | Experience with construction practices | |

Substitutions Allowed for Experience: Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices and procedures of particular field of specialization.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|------------------------------------------------|--------------------------------|------------|------------------|
| DL NUMBER - Driver License, Valid and in State | Drivers License | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | X | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

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