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## Auburn University Job Description

Job Title: **Mgr, Design & Const Contracts**

Job Family: No Family

Job Code: **NC67**

Grade FM15 \$48,100 - \$81,800

FLSA status: Exempt

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### Job Summary

Reporting directly to the Assistant Director, Project Support, responsible for managing all design, construction and specialty contracts and agreements for all design and construction projects to include creation, negotiation, execution, compliance, storage, and renewals across all departments within Facilities Management and across campus. Ensures that all contracts, agreements, and associated documents are accurately and completely executed in accordance with requirements of the code of Alabama, Division of Construction Management and Auburn University policies and procedures, all critical to the success of the projects that are executed as part of the mission of the university. Includes full oversight of design and construction contract management for Auburn University.

### Essential Functions

1. Manages the process for the development, preparation and execution of all design, construction and specialty contracts and agreements. Reads the proposal for scope and ensures the correct contract vehicle is being requested. Ensures that legal contract documents are processed in a timely manner from creation, through collaboration and negotiation, to execution and are stored securely per contract retention requirements and organized to be easily accessible. Determines if contractors and consultants possess the required limits of insurance for general liability, professional liability, etc.
  2. Creates and maintains relationships with contractors, consultants, Facilities Management employees, and Auburn University employees across campus. Serves as the primary point of contact for matters concerning design and construction project contracts, including preparing contracts and supporting document packets, monitoring processing status to provide updates, and executing legal agreements and contracts during the process. . Trains and provides instructions to Facilities Management personnel as well as campus wide in proper execution of contracts and agreements, insurance requirements, state law and other related areas. Provides instructions to outside entities including contractors, subcontractors, material vendors, architects, engineers, etc.
  3. Oversees and directly manages the entire Public Bid process. Creates and submits project bid advertisements ensuring compliance with Title 39 of the Code of Alabama. Independently makes decisions regarding legal requirements of bid advertisements as required by the state code. Facilitates the actual bid openings to include creating bid documents, determining that each proposal complies with bid requirements and code of Alabama Public Works law. Opens, reviews, and publicly reads each bid submitted for accuracy and completeness. Ensures that all bid packages are submitted on time and read correctly to avoid potential project schedule delays. Opens, tabulates and certifies that all information is accurate and true and reports the certified bid tabulation to the Assistant Dir, Project Support, Design Lead and CPM.
  4. Solely responsible for managing and tracking the Annual Contractor Enrollment process. Receives applications, reviews for accuracy and completeness, and approves contractor enrollment applications. Determines that all requirements are met and adhere to the requirements of AUFM and state code. Reviews the financial stability of a contractor, bond rating, safety logs/ratings, past project experience, etc. Coordinates with the Safety Manager on a contractor's safety ratings to ensure they fall within industry standards.
  5. Utilizes the AiM software system to review project budgets to ensure accuracy, completeness and the proper approvals have been received prior to creating the contract. Collaborates with design
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leads and construction project managers to determine if sufficient funds are available to initiate the contract and to prevent delays in the contract process.

6. Manages annual Contract Renewals for PD&C and Facilities Operations. Determines when each contract is set for renewal. Prepares renewals, determines proper approvals required, and gathers the required digital signatures for execution prior to the expiration of the contract.
7. Prepares, executes, and submits Letters of Intent to the apparent low bidder post bid. Utilizes the Letter of Intent as supporting documentation for the Sales Tax Exempt Request sent to the Division of Construction Management with the State of Alabama. Prepares and executes construction Notices to Proceed post contract execution to permit construction to begin work.
8. May perform other duties as assigned by supervisor.

## **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 discipline appropriate to position
<b>Experience (yrs.)</b>	5	Experience in contract administration, advertising and bidding of public works contracts.

#### 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

Knowledge of public bid laws, Alabama Building Commission procedures, and American Institute of Architect contract documents.

#### Certification or Licensure Requirements

Valid Driver's License.

Must obtain and maintain active IACCM International Association for Contract and Commercial Management Practitioner Certification or approved equivalent, within first 12 months of employment.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 10/3/2022

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