

JOB INFORMATION

Job Code	NC72
Job Description Title	Dir, Design Services
Pay Grade	FM21
Range Minimum	\$100,160
33rd %	\$130,200
Range Midpoint	\$145,230
67th %	\$160,250
Range Maximum	\$190,300
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/8/2010

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Design Management

JOB SUMMARY

Directs, manages and oversees the architectural and engineering designs of Auburn University projects to include the repair, renovation, and/or new construction of facilities.

RESPONSIBILITIES

- Establishes and administers programs, policies, procedures and processes to ensure the safe and timely execution of all work performed by Design Services Division personnel.
- Directs, manages and leads in the design and engineering of projects ensuring that in-house and consultant engineers produce designs that meet requirements and specifications.
- Responsible for the program management of all assigned design and engineering projects to ensure their successful completion.
- Develops and directs procedures for providing technical oversight and management on all projects and designs.
- Develops effective and efficient request for proposal procedures for project design to include, but not limited to, prequalification and contract award policies and processes.
- Manages the annual operation budget development process for the division and oversees cost accounting and fund expenditures, provides cost estimates on design and engineering expenditures and requirements, major projects, and prepares and provides input in the Facilities Division budget for each fiscal year.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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 to 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 Engineering, Architecture, Building Science, or related field.	And	7 years of	Experience in managing facilities construction management and construction programs and projects. 5 years experience must be leading and managing large construction programs at the senior management level.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of program management, project management, project execution processes, project procurement and contracting, facilities management, maintenance engineering, construction processes and practices and budgeting principles.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Professional Engineer (PE) License	Registration as Professional Engineer or Architect	Upon Hire	Required	And
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

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	
Humidity				X	
Wet				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

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