
Auburn University Job Description

Job Title: **Mgr, In-House Construction**

Job Family: No Family

Job Code: **NC86**

Grade FM17 \$58,700 - \$105,700

FLSA status: Exempt

Job Summary

Manages daily operations of In-House Construction within Facilities Management. Oversees project managers and construction-trade technicians to perform and complete projects in support of campus initiatives. Responsible for managing client information, inspections, crew assignments, project schedules, and in-progress and future projects; Responsible for equipment management and accountability. Ensures all work is performed safely, in a timely manner, and provides quality products to meet client needs.

Essential Functions

1. Manages the In-House Construction personnel and functions to include seeking, receiving, scheduling, coordinating, and directing timely completion of In-House Construction projects to satisfy clients. Ensures all work performed and contractors involved meet contract requirements and University standards. Communicates with subordinate staff to ensure they understand policies and procedures. Ensures that work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.
2. Prepares construction updates, authorizes and oversees budgets and budget adjustments for projects in construction. Ensures timely and accurate data is maintained and reported in the work management system to provide proper reporting to clients and senior leadership within facilities and the university.
3. Participates in the design review and construction inspection processes for projects. Reviews construction project blueprints and plans for a thorough understanding of project requirements.
4. Coordinates with additional Maintenance Department managers, Facilities Management Departments, outside contractors and Auburn University customers and visitors. Plans for and ensures necessary outages are coordinated for construction projects. Communicates with stakeholders to keep aware of activities, maximize efficiencies, answer questions, and resolve issues.
5. Maintains records and documentation of work activities, supplies, and equipment. Develops and maintains business plans, procedures, and operating instructions for safe, accurate, and quality work performance and updates on project status. Ensures that work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.

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 Engineering, Building Science, Architecture, Business, or relevant field.
Experience (yrs.)	5	Experience in construction project administration; must have at least 1 year experience supervising employees.

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 construction methods and procedures to include building codes, construction law, state building codes, Occupational Safety and Health Administration (OSHA) codes; ability to read and interpret blueprints, computer-aided design and drafting (CADD); demonstrated knowledge of construction cost estimating.

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: 10/25/2017
