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## Auburn University Job Description

Job Title:	<b>Fac Condition Assessment Prog Mgr</b>	Job Family:	No Family
Job Code:	<b>ND26</b>	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

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### Job Summary

Reporting to the University Engineer, responsible for overseeing the development and continuous improvement of the Facility Condition Assessment Program including performing and overseeing in-house and outside consultant condition assessments. Responsible for asset management databases and for leading a systematic prioritization process to develop long range repair and replacement plans.

### Essential Functions

1. Manages and maintains the overall campus Facility Condition Assessment Program. Oversees the prioritization and development of long term execution plans, budgets, and schedules for repairs and renovations. Establishes and manages the program's interactive campus maps.
  2. Completes comprehensive and high quality condition assessments on-site in order to determine the status, remaining useful life, and scope of work required for various building elements and systems. Identifies and prioritizes issues relating to Americans with Disabilities Act (ADA) and Life Safety Code.
  3. Facilitates communication with management, clients, stakeholders, and consultants to ensure that the conditions of buildings and building systems are accurately represented and understood.
  4. Identifies and develops repair and replacement options for various systems and equipment. Facilitates the development of detailed cost estimates for projects and execution plans to recommend implementation schedules and budgets for replacements and/or repairs in various building systems and elements.
  5. Oversees, utilizes, and assists in developing data entry and asset management databases (AiM Assessment and Needs Analysis [ANA]) to allow future filtering, sorting, and reporting. Performs data analysis and develops reports, presentations, and visual analyses to assist in repair and renovation decision making.
  6. Manages the development of long range maintenance plans including, but not limited to, the following systems and program areas: HVAC systems, plumbing systems, electrical systems, fire alarms, fire suppression systems, roof systems, roads and parking, elevators, paving, hand rails and guard rails, accessibility, lab systems, and interior and exterior finishes.
  7. Monitors design and construction project schedules to ensure execution of the Repair and Renovation Program's funding and spending rates for the fiscal year.
  8. Reviews available building information related to original design and construction methods to compare against current building use in order to determine if systems should be repaired, modified, or completely replaced.
  9. Monitors the performance of specialized assessments completed by in-house staff and outside consultants for a variety of building systems or program areas. Manages consultant contracts and relationships by developing work scopes, soliciting and evaluating proposals, writing and processing contracts, monitoring contract progress, reviewing deliverables, reviewing pay applications and invoices, and processing pay applications and invoices for approval for payment.
  10. May perform other related duties as assigned by the University Engineer.
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### **Supervisory Responsibility**

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

*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 Building Science, Architecture, or Engineering
<b>Experience (yrs.)</b>	5	Experience in building inspection, building science, building construction, building design, or facility assessment.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions 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 Required Knowledge

Extensive knowledge of all building systems and functions including, but not limited to, HVAC systems, plumbing systems, electrical systems, fire alarms, fire suppression systems, roof systems, roads and parking, elevators, paving, hand rails and guard rails, lab systems, interior finishes (such as ceilings, lights, carpets), and exterior finishes/facades to include sealant joints, windows, curtain wall, and storefront.

Knowledge of ADA Accessibility standards and guidelines.

Knowledge of federal and state building and building system standards.

Working knowledge of building codes.

General understanding of repair and replacement methods.

#### Certification or Licensure Requirements

None Required

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### 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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

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

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