AUBURN
Human Resources

Assoc AD, Capital Projects

Job Description

JOB INFORMATION

Job Code	BA74
Job Description Title	Assoc AD, Capital Projects
Pay Grade	FM20
Range Minimum	$90,360
33rd %	$117,470
Range Midpoint	$131,020
67th %	$144,580
Range Maximum	$171,690
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/26/2016

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Oversees and leads the planning and development of capital projects for the Auburn University Athletic Department to include architecture and engineering functions.

RESPONSIBILITIES

- Manages the multi-year and multi-phase slate of Athletics Capital Improvement Projects in accordance with priorities established through the Athletic Director, Executive Vice President, Auburn University Administration, and the Board of Trustees.
- Works closely with the Athletic Director, Chief Operating Officer, Sports Administrators, coaches and staff to develop the requirements of potential capital projects.
- Provides tracking and reporting for the Athletics Director and University Architect on project execution by developing, collecting, analyzing, and publishing execution metrics and statistics relative to project execution.
- Provides operational requirements, coordination, and direction to the members of the project team, including Facilities Management Design Managers, Construction Project Managers, architectural/engineering consultants and construction contractors.
- Develops and maintains execution strategies and design/construction schedules for capital projects.
- Collaborates with the University Architect to manage the architect and engineer selection process, design contract management, project design, project budget development, post-construction award design management, and design review process.
- Develops and maintains the Athletic Department Facility Master Plan and ensures it is coordinated and aligned with the Campus Master Plan.
- Serves as the owner's representative during the architect and construction manager selection processes, as well as the programming, design, bidding, and construction phases of projects.

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 supervise employees but supervision is not the main focus of the job.

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 architecture or engineering	and	15 years of	Experience in leading and managing design and construction projects at a senior project management level. A minimum of 10 years experience as a design architect/engineer or architectural/engineering project manager.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of architectural, design, and construction principles and practices, project management, budgeting, and building codes.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Must be licensed by the State of Alabama Board for Registration of Architects or Engineers or hold a current license which enables registration in the state of Alabama. License must be in good standing defined by the State Board.	Upon Hire	Required	And

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
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.