AUBURN
Human Resources

Dir, Ag Land & Resource Management

Job Description

JOB INFORMATION

Job Code	GA02
Job Description Title	Dir, Ag Land & Resource Management
Pay Grade	FM18
Range Minimum	$73,950
33rd %	$93,670
Range Midpoint	$103,520
67th %	$113,380
Range Maximum	$133,100
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/25/2022

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities & Land Maintenance

JOB SUMMARY

Provides leadership in the overall management of Ag Land Resource Management (ALRM) staff, budgets, and construction projects. Provides guidance in the administration of the ALRM work order system and information technology functions, Federal Excess Property inventory, engineering data interpretation, fleet maintenance and equipment inventory. Oversees the planning and execution of in-house construction projects in support of the College of Agriculture (CoAG), Alabama Agricultural Experiment Station (AAES), as well as other units across campus to include the repair, renovation, and/or new construction of Ag-related facilities and land management. Works closely with CoAG and AAES administrators in the development of comprehensive services for units related to AAES projects.

RESPONSIBILITIES

- Manages the Ag Land and Resource Management unit to provide support for AAES and CoAG research initiatives through in-house construction and heavy equipment operations. Ensures that all projects meet established campus standards and works with AU Facilities meet or exceed state construction guidelines.
- Provides leadership and guidance to the Associate Director, Supervisor of Heavy Equipment and Construction and the Coordinator on a regular basis. Oversees strategic programming, forecasting, and planning for the daily operations of Ag and AAES Land and Facilities Management. Provides oversight of ALRM employee activities pertaining to training, performance evaluations, and making or recommending pay, promotion or other employment decisions.
- Serves as Area Property Officer for Federal Excess property and coordinates with employees, faculty, and University units to implement strategic programs and construction projects pertaining to Ag, AAES, and COAG.
- Establishes and administers programs, policies, procedures and processes to ensure the safe and timely execution of all work performed by ALRM personnel.
- Prepares departmental budget and administrative reports and analyzes and interprets financial data.
- Serves as a liaison between College of Agriculture and Facilities Management and represents AAES/COAG on various committees.

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	Supervises others with full supervisory responsibility.

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 Management, Business, Agricultural Business, Construction, Building Science, or related field	and	7 years of	Experience in open land and/or space resource management and construction management	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of best management practices in leadership and personnel management.	
Demonstrated knowledge of construction and repair of research support equipment and facilities and heavy equipment construction.	
Demonstrated knowledge of Federal, ADEM and Auburn University Environmental Regulations.	
Demonstrated knowledge of general construction principals as related to Agricultural structures, remote and or rural roadways and research ponds.	
Demonstrated knowledge of and the ability to translate engineered CAD files into usable format for project management and construction.	
Knowledge of resource management to include water, soil, and geo-spatial computer programs and accounting and budgeting principles and practices.	
Knowledge of Auburn University building and construction management practices, general budget management, ability to formulate project cost, plan projects and execute projects.	
Ability to manage staff that come from different construction backgrounds.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.