AUBURN
Human Resources

Dir, Engineering Research Operations

Job Description

JOB INFORMATION

Job Code	JA13
Job Description Title	Dir, Engineering Research Operations
Pay Grade	RE14
Range Minimum	$115,500
33rd %	$154,000
Range Midpoint	$173,250
67th %	$192,500
Range Maximum	$231,000
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/24/2023

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

JOB SUMMARY

The Director of Research Programs directs all research support operations in the Samuel Ginn College of Engineering. Provides oversight, guidance and supervision to other research engineers and research technicians who provides support to faculty, staff and students across the College of Engineering as well as the operations in the Auburn University Research and Innovation Campus located in Huntsville. Responsible for developing strategies and plans for appropriate support for the operational aspects of the College of Engineering Research Programs.

RESPONSIBILITIES

- Supervises and controls daily operation of the secure research facilities.
- Plans and supervises construction of secure research facilities. Directs contractors and subcontractors for all required facility aspects.
- Designs, implements, and oversees Access Control System to secure facilities to ensure compliance with all federal standards.
- Supervises facility managers providing support in off-campus buildings.
- Supervises, develops, and trains engineers, technicians, and students who provide engineering services to faculty (and departments) within the College that requires specialized skills/equipment including building, testing, and operating prototype research equipment.
- Manages facilities with elevated security needs including planning, supervising, and evaluating electrical and mechanical for repair, maintenance, or installing of new equipment. Directs contractors/subcontractors for all required facility aspects. Administers engineering maintenance contracts.
- Integrates with Colleges and Departments for reconfiguration, changes, and operational requirements.
- Advises faculty, postdocs, students, and staff with engineering design, modification, prototype, and process development, analysis procedures, and other engineering solutions. Manages local computer systems for laboratory functionality. Relocates large and/or sensitive equipment.
- Analyzes, forecasts, and manages operations and maintenance costs. Analyzes purchases of supplies, tools, and equipment.
- Develops plans and strategies for operational practices and infrastructure needed to support the College of Engineering's Research Programs.
- Coordinates with The Research Security Compliance Office to oversee access ensuring federal guidelines are met and followed.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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. Master's degree is desired.	and	14 years of	Experience in engineering and research practices and principles, laboratory operations, and in secure research facility operation.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Professional Engineer (PE) License	Registered Professional Engineer	Upon Hire	Desired	

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	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.