AUBURN
Human Resources

Mgr, Engineering Research Operations

Job Description

JOB INFORMATION

Job Code	JA26
Job Description Title	Mgr, Engineering Research Operations
Pay Grade	RE12
Range Minimum	$85,940
33rd %	$108,860
Range Midpoint	$120,310
67th %	$131,770
Range Maximum	$154,690
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	11/5/2025 4:10:26 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Lab & Field Operations

JOB SUMMARY

The Manager of Engineering Research Operations assists with research operations, construction, and operation throughout the Samuel Ginn College of Engineering. Works directly with the Director of Engineering Research Operations and performs a variety of tasks requiring the application of engineering concepts, principles, and practices in support of research and research operations. Supports research which may include construction of specialized research facilities, setting up laboratories and laboratory equipment for research, and overseeing the operation of projects, including coordination and communication with contractors, engineers, architects, etc. Assists with activities and operations at off-campus research facilities and laboratories, and requires relocation of equipment, furniture, and supplies.

RESPONSIBILITIES

- Manages the College of Engineering construction projects, from planning to completion, ensuring timely and cost-effective delivery. Performs project management activities to include reviewing construction drawings to ensure the scope meets customer requirements.
- Coordinates and communicates with contractors, consulting engineers, surveyors, inspectors, interior designers, architects, utility representatives, and other officials to gather and disseminate information and maintenance records, as well as to work in unison on campus projects.
- Oversees classroom and office renovations, maintenance, and repairs.
- Performs a variety of research and research development activities requiring the application of engineering practices and principles.
- Designs, operates, maintains, and repairs specialized equipment and engineered systems utilizing engineering practices and principles.
- Prepares laboratories for specific research activities, including moving equipment, heavy materials, and laboratory furnishing
- Supervises, develops, and trains personnel.

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

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	in Engineering. Civil or Biosystems preferred.	and	8 years of	experience in engineering practices and principle.	And
Master's Degree	in Engineering. Civil or Biosystems preferred.	and	6 years of	experience in engineering practices and principle.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of general lab safety principles and protocols.	
Knowledge of basic carpentry, metalworking, and electrical work.	
Excellent oral and written communication skills.	
Ability to operate heavy equipment, including forklifts, rigging, overhead cranes, and towing trailers.	
Ability to work independently, multitask, initiate and prioritize work, and exercise sound judgment.	
Ability to supervise laboratory users and student employees, and ability to establish and maintain cooperative working relationships within a varying environment.	
Ability to learn and apply applicable Environmental Health and Safety regulations.	
Ability to use hand tools, power tools, and other shop equipment in the performance of essential duties.	
Ability to work on ladders and scaffolding.	
Willingness and enthusiasm for learning in a dynamic environment.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Licensed Professional Engineer-NSPE			Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Labor & Trades

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 temperatures				X	
Hazards					X
Wet and/or humid			X		
Noise					X
Chemical			X		
Dusts			X		
Poor ventilation			X		

Additional Special Requirements:

Must be a US Citizen and be able to obtain a security clearance.