AUBURN
Human Resources

Mgr I, Project Design

Job Description

JOB INFORMATION

Job Code	NC10A
Job Description Title	Mgr I, Project Design
Pay Grade	FM16
Range Minimum	$60,590
33rd %	$74,730
Range Midpoint	$81,800
67th %	$88,870
Range Maximum	$103,000
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
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JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages the architectural/engineering design, planning, program development, design/construction, bidding, and contract administration of numerous in-house and contracted projects ranging in scope from less than $50,000 to greater than $100 million.

RESPONSIBILITIES

- Presents design representations of project information graphically, in writing, and orally.
- Manages consultant services by enforcing contractual requirements, common industry practice, and university standards.
- Analyzes, documents, reports, and recommends corrective action concerning the condition of existing facilities to assist in forecasting and prioritizing anticipated costs and needs.
- Designs and illustrates solutions for projects on campus facilities.
- Manages financial documents to approve and expedite the processing of payments to external providers of goods and services.
- Manages and reviews design/construction documents to ensure they are accurate and prepared within professional technical standards, university standards, building codes, State Public Works and other applicable laws.
- Manages and revises project budgets to establish realistic project estimates that keep project costs within established budgets and return excess funds to the funding source.
- Develops, implements, manages and revises project schedule to establish realistic project timelines that keeps project delivery within established deadlines.
- Develops and manages facility design standards that meet established university guidelines.
- Performs as a liaison for Facilities to personnel within and outside of the university by representing Facilities in a positive and professional manner.

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 Building Science, Architecture, Engineering, or related field	and	2 years of	Experience in project management and construction	

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

Knows and applies fundamental concepts, practices and procedures of project management.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	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					
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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.