AUBURN
Human Resources

Dir, Capital Projects Studio

Job Description

JOB INFORMATION

Job Code	NC14
Job Description Title	Dir, Capital Projects Studio
Pay Grade	FM21
Range Minimum	$101,660
33rd %	$132,150
Range Midpoint	$147,400
67th %	$162,650
Range Maximum	$193,150
Exemption Status	Exempt
Approved Date:	12/11/2024 3:29:33 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Lead and direct the designated campus capital projects by administering the programs, procedures, and processes to ensure the safe and timely execution of all work. Has oversight of design management team consisting of Engineers, Interior Designers, Architects, & Facilities Project Managers.

RESPONSIBILITIES

- Manage capital designated projects planning, including programming, design, construction management, and contract administration for Auburn University.
- Oversee the program of all assigned design and engineering projects to ensure their successful completion.
- Develop and direct Capital Project Managers and external consulting groups who support the department's mission.
- Establish and administer programs, procedures, and processes to ensure the safe and timely execution of all work performed by personnel working on Capital Projects.
- Develop and direct procedures for providing technical oversight and management of all projects and designs.
- Evaluate and make recommendations concerning the long-range viability of Capital Projects and the proper relationship of one project to another.
- Guide processes for consultant selection and contracting by recommending the appropriate contract method(s) for delivery of services.
- Collaborate with the Director of Campus Planning and Space Management on master planning issues; collaborate with Facilities Management Leadership on campus design standards.
- Communicate and maintain relationships with external regulatory agencies.
- Develop effective and efficient request for proposal procedures for project design, including but not limited to prequalification and contract award processes.

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 Architecture, Engineering, Building Science, or related fields.		10 years of	experience in institutional facility design and complex building design of a wide range of building types. Must have at least 2 years of experience leading and managing professional staff on complex major planning initiatives and or projects.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of public works and competitive bid laws, building codes, Alabama building commission rules and regulations, architectural design principles.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Architect Certification	Registered Architect	Upon Hire	Required	Or
Professional Engineer (PE) License	Professional Engineer or equal professional certification	Upon Hire	Required	Or
	Must be licensed by the State of Alabama Board of Registration of Architects (in good standing)	Upon Hire	Required	Or
	hold a current NCARB certificate (in good standing).	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			25
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.