AUBURN
Human Resources

Property Management Project Manager

Job Description

JOB INFORMATION

Job Code	NC42
Job Description Title	Property Management Project Manager
Pay Grade	FM14
Range Minimum	$52,000
33rd %	$62,400
Range Midpoint	$67,600
67th %	$72,800
Range Maximum	$83,200
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	7/1/2025 9:55:57 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Assesses university construction projects to assure contract compliance.

RESPONSIBILITIES

- Directly oversees the scheduling and coordination of contractors, Property Management staff, and other University entities as it pertains to assigned projects and repairs of responsible properties.
- Ensures the timely completion of all projects initiated by Property Management while maintaining the department's standard of quality.
- Assists leadership and/or oversees the completion and accuracy of documentation and financial aspects of assigned projects.
- Oversees emergency repairs and projects as needed across all Property Management-maintained facilities.
- Oversees special projects requested by Property Management.
- Coordinates with Property Management teams in the selection and procurement of project materials.

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	in Building Science, Architecture, Engineering, or related field.	and	4 years of	experience in construction project administration, and/or operations management and logistics.	Or
Associate's Degree	in Building Science, Architecture, Engineering, or related field.	and	6 years of	experience in construction project administration, and/or operations management and logistics.	Or
High School Diploma or GED		and	8 years of	experience in construction project administration, and/or operations management and logistics.	

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					
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.