AUBURN
Human Resources

Design & Construction Project Manager I

Job Description

JOB INFORMATION

Job Code	NC56A
Job Description Title	Design & Construction Project Manager I
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:	3/13/2025 4:08:56 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Design and Construction Project Manager is responsible for all efforts associated with successfully overseeing and directly managing multiple University construction projects. This includes all aspects of project management during the planning, design, construction, occupancy, and closeout phases of the project life cycle. This position is required to collaboratively interface with a variety of stakeholders including administrators, staff, faculty, students, Facilities Management Operations, and representatives from authority having jurisdiction including those at the State and local level, along with various professional consultants, contractor and vendors.

RESPONSIBILITIES

- Manages all phases of construction, from planning to completion, ensuring timely and cost-effective delivery with support from others.
- Create, develop, and manage budget and financial reporting for assigned projects in coordination with administrative teams and client funding availability with oversight from management.
- Create and manage project schedules and monitor progress.
- Regularly communicates with stakeholders, coordinates with cross-functional project teams, ensures clear communication across all team members, consultants, contractors, and regulatory agencies to ensure project success.
- Coordinates with contractors, consultants, and campus stakeholders to meet institutional goals, building code compliance and safety best practices, master plan guidelines, and campus design and construction standards to include design reviews and inspections.
- Coordinates project teams, including consultants, contractors, and constituent groups, through project planning and execution providing guidance and resolving issues to ensure team efficiency and project success.

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	No 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 Architecture, Building Science, Interior Design, Engineering or related field.	and	0 years of	experience in project management, program management, construction, interior design, architecture, or engineering practices and principles.	Or
Associate's Degree		and	4 years of	experience in project management, program management, construction, interior design, architecture, or engineering practices and principles	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

This position requires a foundational understanding of design and construction project management principles, software, and best practices, including budget development and management, scheduling, contract procurement, and bid management.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any 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		
Extreme heat			X		
Humidity			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.