AUBURN
Human Resources

Project Expeditor I

Job Description

JOB INFORMATION

Job Code	NC64A
Job Description Title	Project Expeditor I
Pay Grade	FM13
Range Minimum	$47,270
33rd %	$56,730
Range Midpoint	$61,460
67th %	$66,180
Range Maximum	$75,640
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/9/2011

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Project Support & Data Management

JOB SUMMARY

Serves as a liaison for construction personnel involved in new construction and renovation projects for Auburn University.

RESPONSIBILITIES

- Reviews, writes and issues supporting documents for small public works contracts according to submitted bids and University regulations.
- Receives and develops project estimates/quantity surveys for new construction and renovation projects as needed for project execution and material procurement.
- Solicits quotes from vendors and estimates delivery dates, analyzes proposals, prepares purchase requisitions, and monitors shipping schedules if needed.
- Analyzes design plans and visits project sites to assist in calculating quantities to order, purchase, receive and catalog materials and supplies needed for new construction and renovation projects.
- Maintains and documents records of all bid results.
- Maintains and monitors computer data base on sensitive project information that may include orders, vendors, and tracking materials and supplies.
- Develops and distributes bid packages/request for proposals, plus schedules and attends pre-bid meetings relating to upcoming university building projects.
- Receives, analyzes and certifies bids for small public work contracts.
- Coordinates with Project Managers to schedule submittals and material deliveries for new construction and renovation projects.
- Creates and maintains project schedules to assist Assistant Director in planning for future work.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 Sciences, Engineering, or related field	and	2 years of	Experience with construction practices	

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 LICENSES & CERTIFICATIONS

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

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.