AUBURN
Human Resources

# Assoc Dir, Ag Land Resource Management

Job Description

## JOB INFORMATION

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| Job Code | NC65 |
| Job Description Title | Assoc Dir, Ag Land Resource Management |
| Pay Grade | FM17 |
| Range Minimum | $65,730 |
| 33rd % | $83,260 |
| Range Midpoint | $92,020 |
| 67th % | $100,790 |
| Range Maximum | $118,310 |
| Exemption Status | Exempt |
| Approved Date: | 12/11/2024 5:45:11 PM |

## JOB FAMILY AND FUNCTION

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| Job Family: | Facilities, Maintenance, & Operations |
| Job Function: | Facilities & Land Maintenance |

## JOB SUMMARY

Oversees and coordinates the daily activities of Ag Land & Resource Management including construction projects, event planning, public relations, and budget planning.

## RESPONSIBILITIES

- Manages the Ag Land and Resource Management unit to provide oversight, direction, coordination, and support to Ag/AAES research initiatives through in-house construction project activities and heavy equipment operations.
- Ensures all projects meet established campus standards and works with AU facilities to meet/exceed state construction guidelines by managing and overseeing fleet vehicles and the inspection, maintenance, operation, and repairs of Ag and AAES lands, facilities, and equipment.
- Regularly provides leadership and guidance to Ag Land and Resource Management (ALRM), the manager, staff, and the ALRM Coordinator while overseeing strategic programming, forecasting, and planning for the daily operations of Ag/ALRM.
- Establishes and administers programs, policies, procedures, and processes to ensure the safe and timely execution of all work performed by ALRM personnel.
- Oversees ALRM employee performance evaluations, making and recommending pay/promotions, and other employee decisions.
- Works in conjunctions with AU Risk Management and Public Safety to provide safety training to field personnel and manages other employee training activities.
- Prepares Departmental budget and administrative reports and bid requests for technical equipment bid specifications. Analyzes and interprets financial data.
- Serves as a liaison between the College of Agriculture and AAESS and AU Facilities Management. Interviews, evaluates, hires, and manages temporary, part-time, and seasonal employees.

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

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| 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 | Agriculture or related field | and | 6 years of | Experience in land/facilities resource management and construction practices with progressively increasing levels of responsibility and accountability. At least 2 years experience supervising full-time employees. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge of construction management, electrical and plumbing codes, Occupational Safety and Health Administration (OSHA) regulations, and current bid laws. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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| 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 | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Humidity | | | | X | |
| Wet | | | | X | |
| Noise | | | | X | |
| Hazards | | | | X | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

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