AUBURN
Human Resources

Dir, Construction Operations

Job Description

JOB INFORMATION

Job Code	NC73
Job Description Title	Dir, Construction Operations
Pay Grade	FM21
Range Minimum	$101,660
33rd %	$132,150
Range Midpoint	$147,400
67th %	$162,650
Range Maximum	$193,150
Exemption Status	Exempt
Organizational use restricted to the following divisions	102 Vice President-Facilities Mgmt
Approved Date:	8/11/2025 1:57:37 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Directs, manages, and oversees the construction of Auburn University projects, including repairs, renovations, and new facility construction. This role serves as a strategic and functional leader across all Capital Project Studios, establishing standards and practices focused on internal consistency and construction quality. It holds unit-wide responsibility for safety, procedural integrity, and the successful execution of all construction work. As the principal authority on construction operations for the organization, this position ensures alignment with university goals, regulatory compliance, and industry best practices.

RESPONSIBILITIES

- Responsible for establishing and administering programs, policies, procedures, and processes to ensure the safe, on-time, and on-budget execution of all work performed by Capital Project Managers.
- Responsible for ensuring that proper construction contracting and construction management procedures and practices are developed and utilized on all projects.
- Responsible for the safety, construction logistics, and communications for the capital project program.
- Develops effective and efficient policies, processes, and procedures for the execution of construction contracts and construction management consultant contracts.
- Collaborates with the Facilities Management Director of Quality Assurance to ensure design and construction documents are properly evaluated and approved before bidding and consistently inspected during construction.
- Advises and collaborates with Facilities Management leadership on best practices, design standards, contract methodologies, and training of Project Management Staff.

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 supervise employees but supervision is not the main focus of the job.

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 Engineering, Architecture, Building Science, Construction Management, or related field.	and	8 years of	Experience in construction and/or project management: 5 years experience must be leading and managing large construction programs at the senior management level with 2 years experience in supervising or managing employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of program management, project management, project execution processes, project procurement and contracting, facilities management, maintenance engineering, construction processes and practices and budgeting principles.	

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	And
	Project Management Professional (PMP) Certification or other licensure/certification in related field.	Upon Hire	Required	
	Preferred - OSHA 30-hour certification			

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.