AUBURN
Human Resources

Asst Dir, Design Management

Job Description

JOB INFORMATION

Job Code	NC79
Job Description Title	Asst Dir, Design Management
Pay Grade	FM20
Range Minimum	$90,360
33rd %	$117,470
Range Midpoint	$131,020
67th %	$144,580
Range Maximum	$171,690
Exemption Status	Exempt
Approved Date:	10/16/2024 4:28:10 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Leads, oversees, manages, and coordinates the design management of Auburn University projects for the repair, renovation, and/or new construction of facilities.

RESPONSIBILITIES

- Assists in the direction, management, and oversight of operations and activities of the Design Services Division.
- Assists in the development of effective and efficient policies, processes, and procedures for the execution of design contracts and all other departmental operations.
- Provides design project updates to clients and others within Facilities in regards to financial execution and projected completion dates.
- Provides technical oversight and management on all projects and designs.
- Assists in the management of the annual operation budget development process and in the oversight of cost accounting and fund expenditures.

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	Supervises others with full supervisory responsibility.

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 Engineering or Architecture or a degree in any related field and registration as an Architect or Professional Engineer, or equal professional certification.	and	8 years of	Experience in managing design/construction projects. Experience must be leading and managing large design projects.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of design management, methods, processes, procedures, and practices, program and project management, architectural and engineering design standards, and project procurement and contracting.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Licensed Professional Engineer-NSPE	Registration as Professional Engineer	Upon Hire	Required	Or
Architect Certification	Architect	Upon Hire	Required	Or
	equal professional certification	Upon Hire	Required	And
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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.