AUBURN
Human Resources

Asst Dir, Construction Management

Job Description

JOB INFORMATION

Job Code	NC81
Job Description Title	Asst Dir, Construction 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 4:28:00 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages, coordinates, oversees, and leads the construction of Auburn University projects to include the repair, renovation, and/or new construction of facilities.

RESPONSIBILITIES

- Assists in managing the construction of multiple simultaneous projects and in executing the construction portion of the university's Fiscal Year Project Execution Plan.
- Ensures construction projects are executed safely, on time, within budget, and in a high quality manner.
- Assists in the preparation of construction project updates to be utilized by University officials, clients, and others within Facilities.
- Provides technical oversight and management of all construction projects.
- Assists in developing effective and efficient policies, processes, and procedures for the execution of construction contracts and construction management consultant contracts.
- Ensures consultants and construction contracts are appropriately managed in order to meet client requirements.
- Assists in the management of the annual operation budget development process for the division.

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, Architecture, Building Science, Construction Management, or related field.	and	8 years of	Experience in construction and/or project management. Experience in leading and managing large construction programs is desirable.	

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	

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