AUBURN
Human Resources

Mgr, In-House Construction

Job Description

JOB INFORMATION

Job Code	NC86
Job Description Title	Mgr, In-House Construction
Pay Grade	FM19
Range Minimum	$83,190
33rd %	$105,370
Range Midpoint	$116,470
67th %	$127,560
Range Maximum	$149,740
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/25/2017

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages daily operations of In-House Construction within Facilities Management. Oversees project managers and construction-trade technicians to perform and complete projects in support of campus initiatives. Responsible for managing client information, inspections, crew assignments, project schedules, and in-progress and future projects; Responsible for equipment management and accountability. Ensures all work is performed safely, in a timely manner, and provides quality products to meet client needs.

RESPONSIBILITIES

- Manages the In-House Construction personnel and functions to include seeking, receiving, scheduling, coordinating, and directing timely completion of In-House Construction projects to satisfy clients. Ensures all work performed and contractors involved meet contract requirements and University standards. Communicates with subordinate staff to ensure they understand policies and procedures. Ensures that work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.
- Prepares construction updates, authorizes and oversees budgets and budget adjustments for projects in construction. Ensures timely and accurate data is maintained and reported in the work management system to provide proper reporting to clients and senior leadership within facilities and the university.
- Participates in the design review and construction inspection processes for projects. Reviews construction project blueprints and plans for a thorough understanding of project requirements.
- Coordinates with additional Maintenance Department managers, Facilities Management Departments, outside contractors and Auburn University customers and visitors. Plans for and ensures necessary outages are coordinated for construction projects. Communicates with stakeholders to keep aware of activities, maximize efficiencies, answer questions, and resolve issues.
- Maintains records and documentation of work activities, supplies, and equipment. Develops and maintains business plans, procedures, and operating instructions for safe, accurate, and quality work performance and updates on project status. Ensures that work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.

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, Building Science, Architecture, Business, or relevant field.	and	5 years of	Experience in construction project administration; must have at least 1 year experience supervising employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of construction methods and procedures to include building codes, construction law, state building codes, Occupational Safety and Health Administration (OSHA) codes.	
Ability to read and interpret blueprints, computer-aided design and drafting (CADD).	
Demonstrated knowledge of construction cost estimating.	

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	

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.