



JOB INFORMATION

Job Code	NC14
Job Description Title	Dir, Capital Projects
Pay Grade	FM21
Range Minimum	\$99,160
33rd %	\$128,910
Range Midpoint	\$143,790
67th %	\$158,660
Range Maximum	\$188,410
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/14/2016

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Lead and direct the University's campus capital projects by administering the programs, procedures and processes to ensure the safe and timely execution of all work.

RESPONSIBILITIES

- Manages capital projects planning, including programming, design, construction management and contract administration for Auburn University. Manages the program of all assigned design and engineering projects to ensure their successful completion.
- Develops and directs the Campus Architects on the Office of the University Architecture (OUA) staff and the external consulting groups who work in support of departments mission. Establishes and administers programs, procedures and processes to ensure the safe and timely execution of all work performed by the OUA personnel working on Capital Projects.
- Develops and directs procedures for providing technical oversight and management of all projects and designs.
- Evaluates and makes recommendations concerning long-range viability of Capital Projects and the proper relationship of one project to another.
- Guides processes for consultant selection and contracting by recommending the appropriate contract method(s) for delivery of services.
- Collaborates with the Director, Campus Planning and Space Management on master planning issues; collaborates with Director, Design Services on campus design standards.
- Communicates and maintains relationships with external regulatory agencies.
- Develops effective and efficient request for proposal procedures for project design to include, but not limited to, prequalification and contract award processes.

SUPERVISORY RESPONSIBILITIES

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.
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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 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 Architecture from an accredited college or university.	10 years of	Experience in institutional facility design and complex building design of a wide range of building types.

Substitutions Allowed for Experience: Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of public works and competitive bid laws, building codes, Alabama building commission rules and regulations, architectural design principles.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
Architect Certification	Registered Architect.	Upon Hire	Required	And
	Must be licensed by the State of Alabama Board of Registration of Architects (in good standing)	Upon Hire	Required	Or
	hold a current NCARB certificate.	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		
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.