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## Auburn University Job Description

Job Title: **Exec Dir, Construction Management**

Job Family: No Family

Job Code: **NC20**

Grade FM21: \$99,200 - \$188,500

FLSA status: Exempt

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### Job Summary

Reporting to the Assistant Vice President of Planning, Design, and Construction, the Executive Director of Construction Management leads a staff responsible for overseeing pre-construction services, contract services, and construction administration services for all university construction projects which includes all four major divisions of Auburn University. Creates and executes strategies to ensure successful construction project completion and client satisfaction. Responsible for overseeing budgets after the Design and Bidding Phases and ensuring they are adhered to, coordinating with contractors, developing and enforcing project plans, and providing technical and administrative oversight and support.

### Essential Functions

1. Directs and leads several functional areas within Facilities Management which may include, but are not limited to, Pre-Construction Services, Construction Management, Program Management, In-House Construction, Estimating, and Contract Support.
2. Oversees daily operations of the construction management team and establishes departmental priorities and allocates resources and evaluate construction management performance and recommend improvements. Establishes and administers programs, procedures, and processes to ensure the quality and timely execution of all work performed by the Construction Management personnel working on Planning, Design, & Construction projects. Initiates and oversees process improvement initiatives for every step of the project execution process.
3. Leads Facilities Management oversight on investigations into legal compliance with Alabama bid and licensing laws as well as other state and federal regulations.
4. Provides guidance, oversight, and overarching direction for all design and construction estimates, historic construction cost database, and future construction cost guidance to advise University Leadership on capital funding requirements and planning.
5. Cultivates and maintains working relationships with university leaders as they relate to project communications.
6. Establishes training programs, credentialing standards, and mentoring processes aimed at the professional and technical development of Construction Management personnel.
7. Manages professional interactions with consultants and contractors by establishing and enforcing standardized selection processes, criteria, guidelines, procedures, and contract formats.
8. Directs the continued development and refinement of design standards in conjunction with the University Architect.
9. Performs other duties as assigned.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the*

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*knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*



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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Bachelor's Degree	Degree in Engineering, Architecture, Building Science, Construction Management, or related field.
<b>Experience (yrs.)</b>	10	Demonstrated successful experience managing complex multi-million dollars pre-construction and construction programs, including advanced budget and estimating experience analysis and state and federal contract knowledge. Experience must include resource management as well as 2 years of experience in supervision or managing employees.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions 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 Required Knowledge

Knowledge of best practices in construction, project, contract, and program management and construction design principles

#### Certification or Licensure Requirements

Valid Driver's License is required; and Certified Professional in field of study in one of the following: NCARB Registered Architect License, Professional Engineering License, NCIDQ Interior Design Certification, AICP Planning Certification, or Project Management Professional Certification (PMP) is desired, but not required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, talking, hearing, handling objects with hands, .

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

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Date: 3/13/2023

