

JOB INFORMATION

Job Code	NC20
Job Description Title	Exec Dir, Construction Management
Pay Grade	FM22
Range Minimum	\$114,040
33rd %	\$148,250
Range Midpoint	\$165,360
67th %	\$182,460
Range Maximum	\$216,670
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/13/2023

JOB FAMILY AND FUNCTION

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

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.

RESPONSIBILITIES

- 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.
- 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.
- Leads Facilities Management oversight on investigations into legal compliance with Alabama bid and licensing laws as well as other state and federal regulations.
- 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.
- Cultivates and maintains working relationships with university leaders as they relate to project communications.
- Establishes training programs, credentialing standards, and mentoring processes aimed at the professional and technical development of Construction Management personnel.
- Manages professional interactions with consultants and contractors by establishing and enforcing standardized selection processes, criteria, guidelines, procedures, and contract formats.
- Directs the continued development and refinement of design standards in conjunction with the University Architect.
- Performs other duties as assigned.

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 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 Engineering, Architecture, Building Science, Construction Management, or related field.	And	10 years of	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 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 best practices in construction, project, contract, and program management and construction design 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
	NCARB Registered Architect License,	Upon Hire	Required	And
Professional Engineer (PE) License	Professional Engineering License	Upon Hire	Required	And
Certified Interior Designer-CIDQ	NCIDQ Interior Design Certification	Upon Hire	Required	And
Certified Planner-AICP	AICP Planning Certification	Upon Hire	Required	Or
Certified Project Management Professional (PMP)-PMI	Project Management Professional Certification (PMP) is desired, but not required	Upon Hire	Desired	

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.