



JOB INFORMATION

Job Code	NC35
Job Description Title	Asst VP, Planning, Dsgn, & Constr
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	4/24/2020

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Associate Vice President of Facilities, leads and directs the planning, design, and construction of all Auburn University facilities. Manages the design process of capital projects for new campus facilities and maintenance, repair, and renovation projects for approximately 470 existing university buildings. Responsible for leading all campus planning initiatives as well as overseeing the execution of all university construction contracts from bidding to final inspection.

RESPONSIBILITIES

- Leads and directs the \$500+ million dollar University Capital Project Program to include architect selection, design contract management, project design, project budget development, post-construction award design management, and design review process. Develops facility program requirements and ensures that all processes and procedures are compliant with applicable laws and guidelines.
- Oversees several departments within Facilities Management including the Office of the University Architect, Campus Planning and Space Management, Capital Project Design, Design Services, Construction Management, and Project Support. Develops and manages the annual operation budget for the Planning, Design, and Construction department and oversees cost accounting and fund expenditures.
- Directs campus planning efforts by developing and analyzing facility and land use requirements, conducting site planning, and overseeing the space management process for campus facilities. Oversees the development and review of the Comprehensive Campus Master Plan, Campus Landscape Master Plan, and Capital Projects Plan.
- Responsible for managing the University's \$100-\$200 million annual design and construction program for capital projects (projects over \$1 million). Directs pre-construction efforts for approximately 45 capital projects annually to include budget development; bid strategy, recruitment, and process management; and post bid value engineering. Ensures that projects are constructed and completed in a high quality, timely, and cost-efficient manner.
- Oversees the design development and construction execution of the university's maintenance, repair, and renovation projects—totaling about 170 projects valued at \$15 million annually. Responsible for project design and review, architect selection, contract management, and facility program development.
- Leads and directs efforts to support the Board of Trustees project approval process and governance mission. Develops and delivers analyses and presentations to the Board of Trustees on capital projects, campus planning, image and character, and other issues as tasked.
- Leads University outreach efforts to foster important relations with the architectural and construction community. Regularly meets and briefs the industry groups and their constituent firms regarding Auburn University, University business practices, and upcoming workloads.

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	Bachelor's degree or Master's degree in Architecture, Engineering, Construction Management/Building Science, or Business related field.	And	20 years of	For Bachelor's degree: Minimum requirement of 20 years with at least 15 years' experience managing the design or construction of projects. At least 10 years' experience managing people at a supervisory/managerial level. Minimum requirement of 15 years with at least 10 years' experience managing the design or construction of projects. At least 10 years' experience managing people at a supervisory/managerial level.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Thorough knowledge of best practices and theories in construction, project, contract, and program management.

Thorough knowledge of architectural or engineering design, construction techniques, project management, and building codes.

Knowledge of budgeting, accounting practices, and analysis of financial data.

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
	Professional Engineering License if degree is in engineering	Upon Hire	Required	Or
	NCARB Registered Architect License if degree is in architecture	Upon Hire	Required	Or
	PMI Project Management Professional Certification if degree is in construction management/building science or business-related field	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.