
Auburn University Job Description

Job Title: **Asst Dir, Design&Const Svcs**
Job Code: **NC44**
FLSA status: Exempt

Job Family: No Family
Grade 37: \$68,700 - \$114,500

Job Summary

Oversees the management of design and construction projects for the University.

Essential Functions

1. Represents the university when dealing with outside construction companies, architects, engineers, consultants, and state and local regulatory agencies.
2. Manages the operations and activities of Design and Construction Services to achieve and maintain a high level of proficiency and adherence to University policies.
3. Ensures that all assigned personnel involved in university design and construction projects meet all contract requirements in a timely and safe manner.
4. Represents the University by performing and overseeing physical inspections of contracted work as needed to monitor contract compliance and ensure that reports are prepared to document findings.
5. Ensures that deficiencies in design or implementation are brought to the appropriate persons attention and monitors final resolution.
6. Oversees the staff in managing and reviewing documents, ensuring that they are appropriate, accurate, complete, constructible, and prepared within professional technical standards, University standards, building codes, State Public Works, and other applicable laws.
7. Oversees staff to ensure coordination of work effort with outside agencies.
8. Establishes Departmental priorities and allocates resources.

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.

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 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>
Education	Four-year college degree	Degree in Building Science, Architecture, Engineering, or related field
Experience (yrs.)	7	Experience in construction project administration

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of design and construction methods and procedures to include building codes, construction law, state building guidelines, and Occupational Safety and Health Administration (OSHA) codes. Skill in reading and interpreting blue prints.

Certification or Licensure Requirements

None Required.

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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 1/4/2012
