



**JOB INFORMATION**

Job Code	NC64A
Job Description Title	Project Expeditor I
Pay Grade	FM13
Range Minimum	\$46,110
33rd %	\$55,340
Range Midpoint	\$59,950
67th %	\$64,560
Range Maximum	\$73,780
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/9/2011

**JOB FAMILY AND FUNCTION**

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Project Support & Data Management

**JOB SUMMARY**

Serves as a liaison for construction personnel involved in new construction and renovation projects for Auburn University.

**RESPONSIBILITIES**

- Reviews, writes and issues supporting documents for small public works contracts according to submitted bids and University regulations.
- Receives and develops project estimates/quantity surveys for new construction and renovation projects as needed for project execution and material procurement.
- Solicits quotes from vendors and estimates delivery dates, analyzes proposals, prepares purchase requisitions, and monitors shipping schedules if needed.
- Analyzes design plans and visits project sites to assist in calculating quantities to order, purchase, receive and catalog materials and supplies needed for new construction and renovation projects.
- Maintains and documents records of all bid results.
- Maintains and monitors computer data base on sensitive project information that may include orders, vendors, and tracking materials and supplies.
- Develops and distributes bid packages/request for proposals, plus schedules and attends pre-bid meetings relating to upcoming university building projects.
- Receives, analyzes and certifies bids for small public work contracts.
- Coordinates with Project Managers to schedule submittals and material deliveries for new construction and renovation projects.
- Creates and maintains project schedules to assist Assistant Director in planning for future work.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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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 Building Sciences, Engineering, or related field	And	2 years of	Experience with construction practices	

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

Knows and applies fundamental concepts, practices and procedures of particular field of specialization.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State	Drivers License			

## 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		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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