



**JOB INFORMATION**

Job Code	NC65
Job Description Title	Assoc Dir, Ag Land Res Mngt
Pay Grade	FM16
Range Minimum	\$59,100
33rd %	\$72,900
Range Midpoint	\$79,790
67th %	\$86,690
Range Maximum	\$100,480
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/27/2017

**JOB FAMILY AND FUNCTION**

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities & Land Maintenance

**JOB SUMMARY**

Oversees and coordinates the daily activities of Ag Land & Resource Management including construction projects, event planning, public relations, and budget planning.

**RESPONSIBILITIES**

- Provides management oversight, direction and coordination of all construction project activities pertaining to Ag/AAES.
- Manages and oversees the inspection, maintenance and repairs of Ag and AAES lands, facilities and equipment.
- Manages special event operations to include preparing, planning and assisting with event activities.
- Produces and interprets architectural drawings, blueprints and graphic designs for construction projects and AAES-related signage.
- Works in conjunction with AU Risk Management and Public Safety to provide safety training to field personnel.
- Manages bid requests for technical equipment bid specifications.

**SUPERVISORY RESPONSIBILITIES**

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.
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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	Agriculture or related field	And	6 years of	Experience in land/facilities resource management and construction practices with progressively increasing levels of responsibility and accountability. At least 2 years experience supervising full-time employees.

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of construction management, electrical and plumbing codes, Occupational Safety and Health Administration (OSHA) regulations, and current bid laws.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None 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	

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration				X	

### **Vision Requirements:**

Ability to see information in print and/or electronically.