

## JOB INFORMATION

Job Code	NC67
Job Description Title	Mgr, Design & Const Contracts
Pay Grade	FM15
Range Minimum	\$54,270
33rd %	\$66,930
Range Midpoint	\$73,260
67th %	\$79,590
Range Maximum	\$92,260
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/3/2022

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Reporting directly to the Assistant Director, Project Support, responsible for managing all design, construction and specialty contracts and agreements for all design and construction projects to include creation, negotiation, execution, compliance, storage, and renewals across all departments within Facilities Management and across campus. Ensures that all contracts, agreements, and associated documents are accurately and completely executed in accordance with requirements of the code of Alabama, Division of Construction Management and Auburn University policies and procedures, all critical to the success of the projects that are executed as part of the mission of the university. Includes full oversight of design and construction contract management for Auburn University.

## RESPONSIBILITIES

- Manages the process for the development, preparation and execution of all design, construction and specialty contracts and agreements. Reads the proposal for scope and ensures the correct contract vehicle is being requested. Ensures that legal contract documents are processed in a timely manner from creation, through collaboration and negotiation, to execution and are stored securely per contract retention requirements and organized to be easily accessible. Determines if contractors and consultants possess the required limits of insurance for general liability, professional liability, etc.
- Creates and maintains relationships with contractors, consultants, Facilities Management employees, and Auburn University employees across campus. Serves as the primary point of contact for matters concerning design and construction project contracts, including preparing contracts and supporting document packets, monitoring processing status to provide updates, and executing legal agreements and contracts during the process. . Trains and provides instructions to Facilities Management personnel as well as campus wide in proper execution of contracts and agreements, insurance requirements, state law and other related areas. Provides instructions to outside entities including contractors, subcontractors, material vendors, architects, engineers, etc.
- Oversees and directly manages the entire Public Bid process. Creates and submits project bid advertisements ensuring compliance with Title 39 of the Code of Alabama. Independently makes decisions regarding legal requirements of bid advertisements as required by the state code. Facilitates the actual bid openings to include creating bid documents, determining that each proposal complies with bid requirements and code of Alabama Public Works law. Opens, reviews, and publicly reads each bid submitted for accuracy and completeness. Ensures that all bid packages are submitted on time and read correctly to avoid potential project schedule delays. Opens, tabulates and certifies that all information is accurate and true and reports the certified bid tabulation to the Assistant Dir, Project Support, Design Lead and CPM.
- Solely responsible for managing and tracking the Annual Contractor Enrollment process. Receives applications, reviews for accuracy and completeness, and approves contractor enrollment applications. Determines that all requirements are met and adhere to the requirements of AUFGM and state code. Reviews

## RESPONSIBILITIES

the financial stability of a contractor, bond rating, safety logs/ratings, past project experience, etc. Coordinates with the Safety Manager on a contractor's safety ratings to ensure they fall within industry standards.

- Utilizes the AiM software system to review project budgets to ensure accuracy, completeness and the proper approvals have been received prior to creating the contract. Collaborates with design leads and construction project managers to determine if sufficient funds are available to initiate the contract and to prevent delays in the contract process.
- Manages annual Contract Renewals for PD&C and Facilities Operations. Determines when each contract is set for renewal. Prepares renewals, determines proper approvals required, and gathers the required digital signatures for execution prior to the expiration of the contract.
- Prepares, executes, and submits Letters of Intent to the apparent low bidder post bid. Utilizes the Letter of Intent as supporting documentation for the Sales Tax Exempt Request sent to the Division of Construction Management with the State of Alabama. Prepares and executes construction Notices to Proceed post contract execution to permit construction to begin work.
- May perform other duties as assigned by supervisor.

## 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	Degree in discipline appropriate to position	And	5 years of	Experience in contract administration, advertising and bidding of public works contracts.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of public bid laws, Alabama Building Commission procedures, and American Institute of Architect contract documents.

## 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
	Must obtain and maintain active IACCM International Association for Contract and Commercial Management Practitioner Certification or approved equivalent, within first 12 months of employment.	within 1 Year	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.