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## Auburn University Job Description

Job Title: **Dir, Prog Mngt&Proj Execution**

Job Family: No Family

Job Code: **NC70**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

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### Job Summary

Directs, manages and oversees the progression and execution of all projects, plans and initiatives within the Facilities Division.

### Essential Functions

1. Develops, directs and manages the University's project prioritization process which consists of obtaining project requirements from clients and prioritizing projects based on critical factors.
2. Directs the planning of all projects to be executed during the current fiscal year by allocating Deferred Maintenance funds to prioritized projects.
3. Evaluates and tracks projects through the phases of identification, requirement/scope development, estimating/budgeting, planning, design, procurement, and construction; establishes milestones for each phase to be measured against.
4. Develops and directs procedures for providing status updates and reports of the prioritization, planning and execution phases of all projects to clients, Facilities personnel and University leaders.
5. Leads improvement teams to identify and resolve any and all issues preventing successful project execution.
6. Collects, analyzes, develops and publishes project execution metrics and statistics.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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>
<b>Education</b>	Four-year college degree	Degree in Engineering, Architecture, Building Science, or related field.
<b>Experience (yrs.)</b>	10	Experience in managing design or maintenance and construction programs and projects

### 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 program management, project management, project execution processes, facilities management, maintenance engineering, construction and maintenance processes and practices and budgeting principles.

### Certification or Licensure Requirements

Valid Driver's License

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## 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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 3/8/2010

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