

JOB INFORMATION

Job Code	NC73
Job Description Title	Dir, Construction Management
Pay Grade	FM21
Range Minimum	\$99,160
33rd %	\$128,910
Range Midpoint	\$143,790
67th %	\$158,660
Range Maximum	\$188,410
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/8/2010

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Construction Management

JOB SUMMARY

Directs, manages and oversees the construction of Auburn University projects to include the repair, renovation, and/or new construction of facilities.

RESPONSIBILITIES

- Establishes and administers programs, policies, procedures and processes to ensure the safe and timely execution of all work performed by Construction Management Division personnel.
- Responsible for ensuring that proper construction contracting and construction management procedures and practices are developed and utilized on all projects.
- Directs, manages and leads the construction management of projects ensuring that in-house project managers produce designs that meet requirements and specifications and projects are completed in accordance with project plans and specifications.
- Responsible for the program management of all assigned construction projects to ensure their successful completion.
- Develop effective and efficient policies, processes, and procedures for the execution of construction contracts and construction management consultant contracts.
- Manages the annual operation budget development process for the division and oversees cost accounting and fund expenditures, provides cost estimates on construction expenditures and requirements, major projects, and prepares and provides input in the Facilities Division budget for each fiscal year.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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 Engineering, Architecture, Building Science, Construction Management, or related field.	And	7 years of	Experience in construction and/or project management. 5 years experience must be leading and managing large construction programs at the senior management level.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of program management, project management, project execution processes, project procurement and contracting, facilities management, maintenance engineering, construction processes and practices and budgeting principles.

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	

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.