

Director, Quality Assurance
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=257495>

Downloaded On: Jul. 31, 2025 2:47am

Posted May 29, 2025, set to expire Oct. 31, 2025

Job Title Director, Quality Assurance
Department Facilities Administration
Institution Auburn University
Auburn, Alabama

Date Posted May 29, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Facilities Operations

Job Website <https://www.auemployment.com/postings/53839>

Apply By Email

Job Description

Job Summary

Reporting directly to the Vice President of Facilities Management and in coordination with the Associate Vice Presidents of Operations and Planning, Design & Construction, the Director, Quality Assurance oversees quality assurance processes to ensure design and construction documents adhere to standards, policies, and regulations. This position manages the University Engineer and Inspections staff, develops and maintains design and construction standards, and collaborates with Campus Planning. Recognized as an organization-wide expert, the Director, Quality Assurance leads critical programs, formulates strategies, and advises Facilities Management leadership on deferred maintenance, engineering, design, and construction of facilities.

Auburn University is more than just an institution; it's a vibrant community where real people come together to make a difference. Our commitment to students, employees, communities, and our world runs deep, and it's reflected in every corner of our campus and beyond.

Life-Changing Impact

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: At Auburn, our work changes lives. Whether it's groundbreaking research, innovative teaching, administrative operations or community outreach, every effort contributes to positive change. We're not just clocking in; we're making a lasting difference in the lives of others.

How We Support You: Auburn cares for its greatest assets—its employees. Generous benefits, educational opportunities, and a supportive work environment make it a place where you can thrive. From health insurance to retirement plans, we've got you covered. Learn more about how we support employees by visiting aub.ie/working-at-auburn.

Come and Stay: The median length of employment for an Auburn employee is **10 years**. That's because Auburn invests in its people. We're not a revolving door; we're a family. The Auburn Family. We grow together, learn together, and build lasting relationships.

Sweet Home Alabama: The Auburn/Opelika area exudes small-town charm and warmth. With cozy traditions, excellent schools, and vibrant downtowns, it's a place where you'll feel at home. Plus, we're centrally located in the Southeast with easy access to Atlanta, Birmingham, and the Gulf of Mexico beaches.

A Place for Everyone: We are committed to fostering an environment where everyone feels valued and respected, and we celebrate our unique perspectives, backgrounds, and experiences. When you work at Auburn, you're a part of a rich tapestry of individuals who bring their authentic selves to the table to create a welcoming and engaging university community.

Essential Functions

- Develops and maintains a robust system for monitoring facility construction and inspection operations, including documentation procedures ensuring compliance. •
- Conducting quality audits and inspections – Regularly assessing construction progress in alignment with contract documents, via construction inspection staff.
- Analyzes data and reporting metrics to track key performance indicators related to standards compliance and construction quality, identifying trends, measuring effectiveness, and informing decision-making.
- Leads continuous improvement initiatives by identifying opportunities to optimize operations, streamline processes, and enhance service and quality through data-driven analysis and implementation of corrective actions.
- Staff training and development – Assist in developing standards to educate staff on quality standards, inspection and best practices to ensure consistent performance.
- Develops standards in collaboration with Planning, Design and Construction staff to evaluate and

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monitor the quality of services provided by external contractors and vendors, ensuring they meet established standards.

- Compliance management – Stay informed about relevant regulatory requirements, ensuring project efforts adhere to applicable safety and environmental standards.
- Assists external contractors in investigating design and construction-related incidents or complaints, ensuring proper documentation and corrective actions are taken to prevent recurrence.
- Works closely with peer Directors within AUFM to ensure alignment with quality objectives, facilitate smooth transition between the construction phase, closeout and occupancy of facilities.
- Implements and monitors electronic Inspection Request program in an effort to maintain procedural consistency.

Why Work at Auburn?

- **Life-Changing Impact:** Our work changes lives through research, instruction, and outreach, making a lasting impact on our students, our communities, and the world.
- **Culture of Excellence:** We are committed to leveraging our strengths, resources, collaboration, and innovation as a top employer in higher education.
- **We're Here for You:** Auburn offers generous benefits, educational opportunities, and a culture of support and work/life balance.
- **Sweet Home Alabama:** The Auburn/Opelika area offers southern charm, vibrant downtown scenes, top-ranked schools, and easy access to Atlanta, Birmingham, and the Gulf of Mexico beaches.
- **A Place for Everyone:** Auburn is committed to fostering an environment where all faculty, staff, and students are welcomed, valued, respected, and engaged.

Ready to lead and shape the future of higher education? Apply today! War Eagle!

Minimum Qualifications

Education:

Bachelor's Degree in Architecture, Engineering, Landscape Architecture, Urban Design/City Planning, or related field.

Experience:

10 years of Experience performing design and construction studies and analyses, including modeling.

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Minimum Skills, License, and Certifications

Minimum Skills and Abilities

- Skilled in directing and reviewing design and construction documents, approving contractor submittals, and resolving construction-related issues, including evaluating change orders. Proficient with infrastructure systems such as central plants, large electrical sub-stations, and municipal wastewater and water treatment plants.
- Thorough knowledge of and experience in planning, design, construction, environmental issues, legal issues, federal, state and local laws, regulations and practices governing planning, infrastructure design and construction, state and federal legislative processes.
- Excellent organizational skills including consistently and effectively meeting budget and time deadlines.
- Excellent skills to lead, direct and manage personnel including selection, training, evaluating and, as required, taking corrective action.
- Skills to set and achieve challenging goals, measure performance and improve outcomes. Skills to use innovative strategies to achieve goals and to select, develop and implement a variety of direct and indirect strategies to achieve desired outcome.
- Knowledge of current project and construction costs and experience with industry standard cost estimating systems.
- Excellent skills to lead, direct and manage a team of inspectors during the construction administration phase monitoring contractor operations for conformance to contract documents and applicable codes, reviewing and negotiating contractor claims, overseeing work of inspectors and testing agencies, and actively assisting contractor and design team in the resolution of technical and procedural problems.
- Knowledge of architectural, engineering, and construction practices; knowledge of applicable codes and regulations; experience to review and approve contractor submittals, and to effectively resolve field problems during construction.
- Knowledge to review and approve payment requests.
- Knowledge of typical design and construction sequences and durations necessary to monitor, and evaluate detailed project schedules.
- Expert skill to apply specific technological solutions in the construction planning phase and skill in ensuring appropriate implementation and function during project construction and completion. Written communication skills to prepare clear, concise, and professional reports and correspondence.
- Skills to instruct, train, and serve as a resource to others.
- Knowledge of spreadsheet computer software such as MS Excel.

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- Knowledge of project scheduling software such as MS Project and e-Builder.
- Excellent written, verbal and interpersonal communication skills.

Minimum Technology Skills

Minimum License and Certifications

One of the following is required from 90 days of hire, if candidate does not already possess one:

- Registered Architect
- AICP
- NCIDQ
- Project Management
- Professional (PMP) or equivalent

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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