
Auburn University Job Description

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|--------------|------------------------|----------|------------------------------|
| Job Title: | Bldg Specialist | Level I | Grade 27 \$20,300 - \$33,800 |
| Job Code: | NA15 | Level II | Grade 28 \$22,300 - \$37,200 |
| FLSA status: | Non-exempt | | |

Job Summary

Assists in the organization and set-up of events at various locations at the University and performs cleaning services at those facilities.

Essential Functions

1. Assists in the organization and set-up of events at various locations at the University to include, but not limited to the set-up and breakdown of tables, chairs, audio visual equipment, tents and other specialized items.
2. Performs general custodial and/or housekeeping duties at building facilities to accommodate event guests.
3. Identifies and reports maintenance problems.
4. May stock supply closets at various locations by ordering, receiving, and verifying delivery of supplies from outside vendors.
5. May operate commercial laundry facilities.
6. May operate support machinery to include, but not limited to service vehicles, lift devices, and various power and floor maintenance tools.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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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Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|--|---|--|
| I | Duties require basic physical and mental skills and abilities, including use of hand tools, power tools or other equipment and use of basic math or reading skills. | Follows detailed instructions and procedures. | Ability to read and write. |
| II | Duties require basic or advanced physical and mental skills and abilities, including use of hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures. | Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently. | Ability to read and write plus 2 years. Experience must include at least 2 years at the preceding level or equivalent. |

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I Ability to read and write.

Level II Ability to read and write plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Some reading and writing

Focus of Experience

Experience in custodial floor care techniques

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

Valid driver's license may be required for specific positions.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires and lifting up to 50 pounds.

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

Date: 11/9/2011
