Auburn University Job Description

Job Title: Supv, Heavy Equipment & Const  
Job Code: NB11  
FLSA status: Non-exempt

Job Summary
Provides on-site supervision and has responsibility for organizing and managing the heavy construction project requirements across campus.

Essential Functions

1. Plans and organizes project requirements for Auburn University facilities in repair, maintenance, and construction activities so that appropriate personnel and materials are available for the project’s timely completion.
2. Manages activities and operations of heavy construction projects to ensure that all work is completed in a safe manner.
3. Maintains records and documentation of work activities, supplies, and equipment.
4. Communicates with others to keep them aware of activities, maximize effectiveness and efficiency of department, and answer questions.

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.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>High School</td>
<td>High School Diploma or equivalent</td>
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<tr>
<th>Experience (yrs.)</th>
<th>Minimum Focus of Education/Experience</th>
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<tr>
<td>6</td>
<td>Experience in construction practices and principles</td>
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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
Knowledge of heavy construction and safe operation of tools and equipment. Developed supervisory skills.

Certification or Licensure Requirements
Valid Driver's License

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.

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 standing, talking, hearing, handling objects with hands, .

Job occasionally requires walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 1/5/2012