
Auburn University Job Description

Job Title:	Supv, Mechanical	Job Family:	No Family
Job Code:	NB23	Grade 34:	\$45,100 - \$75,100
FLSA status:	Non-exempt		

Job Summary

Provides on-site supervision of mechanical projects by managing the mechanical shop functions.

Essential Functions

1. Manages the work and responsibilities of personnel by reviewing tasks, inspecting job sites, revising instructions, and coordinating with other managers and supervisors to ensure that work is completed in a safe and efficient manner.
2. Evaluates proposed jobs in order to estimate and provide written and oral quotations.
3. Plans and organizes project requirements so that appropriate personnel and materials are available for the project's timely completion.
4. Communicates regularly with others to keep them informed of activities, maximize effectiveness and efficiency of department, and answer questions.
5. Diagnoses problems, repairs, and replaces equipment, unit, and parts.
6. Approves invoices and oversees computer database for work activities, supplies, and equipment for accountability.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	6	Experience in mechanical practices

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 electrical and mechanical codes. Developed supervisory skills.

Certification or Licensure Requirements

- HVAC Certification
- Universal Refrigerant Certification
- Valid Drivers 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.

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, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires 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
