
Auburn University Job Description

Job Title:	Asst Supv, Heavy Ext Const & Abatement	Job Family:	No Family
Job Code:	NB71	Grade 32:	\$35,000 - \$58,400
FLSA status:	Non-exempt		

Job Summary

Reporting to the Supervisor, Heavy Exterior Construction and Abatement, coordinates daily operations of the Heavy Construction, Roofing, and Asbestos shops. Supervises the on-site work of trades within the shops, including heavy construction, roofing, and hazardous material abatement tasks across the University community. Ensures work is completed in a safe, timely manner in accordance with applicable state and federal guidelines.

Essential Functions

1. Provides on-site supervision of the Heavy Construction, Roofing, and Asbestos shops. Executes requirements set forth by the shop supervisor for maintenance, repair, and new construction activities.
2. Maintains project records and certifications for hazardous material abatement per the Alabama Department of Environmental Management (ADEM), Environmental Protection Agency (EPA), and Occupational Safety and Health Administration (OSHA). Reviews hazardous material removal work processes to ensure compliance with regulatory requirements.
3. Orders all personal protective equipment, supplies, and materials needed for hazardous material abatement work. Conducts building inspection sampling for the presence of asbestos containing material as required by ADEM. Conducts asbestos abatement, to include gross asbestos, glove bag, and floor tile removal.
4. Assigns and coordinates daily tasks for shop members involving heavy construction, roofing, and hazardous material abatement. Supervises the work of on-site personnel by reviewing tasks and inspecting job sites. Revises tasks as needed in collaboration with shop supervisor.
5. Approves time entry in University time keeping system and Facilities Management work order tracking system.
6. Coordinates among other Maintenance Department shops, other Facilities Management Departments, outside contractors, and Auburn University customers and visitors to communicate activities, resolve issues and questions, and to maximize efficiencies for projects.
7. Participates in the design review and construction inspection processes for projects that are not initiated by the Maintenance Department.

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.)	5	Experience in construction practices and principles.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of construction methods and procedures to include building codes, construction law, and Occupational Safety and Health Administration (OSHA) codes.

Certification or Licensure Requirements

Valid Driver's License, State Asbestos Removal Certification, Asbestos Inspector Certification

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, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, talking, and lifting more than 100 pounds.

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

Date: 10/25/2017
