
Auburn University Job Description

Job Title: **Asst Supv, Service Support**

Job Family: No Family

Job Code: **NB82**

Grade 29: \$25,000 - \$41,700

FLSA status: Non-exempt

Job Summary

Assists in the supervision and performance of custodial work, materials handling, and campus support activities.

Essential Functions

1. Assists with day to day activities related to campus moving services.
2. Coordinates activities and participates in materials handling and custodial services to include (but not limited to) surplus property support, custodial supply distribution, and project or emergency cleaning and custodial duties.
3. Transports materials and assists with set up and break down of special events.
4. Assesses, prioritizes, coordinates, and monitors team work assignments.
5. Assists in cost assessment for services such as moving, special event set up, cleaning, materials, and equipment.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	4	Experience in materials handling or related field, with at least four years in a supervisory capacity.

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 facilities maintenance procedures and techniques.

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.

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, talking, hearing, handling objects with hands, and lifting more than 100 pounds.

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, .

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

Date: 1/11/2012
