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## **Auburn University Job Description**

Job Title: **Supt, Construction**

Job Family: No Family

Job Code: **NC16**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

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### **Job Summary**

Provides supervision and services for the construction of building projects around campus.

### **Essential Functions**

1. Plans and organizes project requirements for the construction, repair, and maintenance of buildings, grounds, and streets on Auburn University property.
2. Manages activities and operations of construction personnel and subcontractors to ensure that all work is completed in a safe and efficient manner.
3. Maintains records and documentation of work activities, supplies, and equipment for accountability.
4. Communicates with others to keep them informed of activities within the department and to answer questions.

### **Supervisory Responsibility**

Supervises others with full supervisory responsibility.

*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>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	7	Experience in construction project administration

#### 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 construction methods and procedures to include building codes, construction law, state building guidelines, and Occupational Safety and Health Administration (OSHA) codes. Skill in reading and interpreting blue prints.

#### Certification or Licensure Requirements

Valid Driver's License

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, walking, talking, hearing, and lifting up to 10 pounds.

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

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

Date: 1/5/2012

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