
Auburn University Job Description

Job Title: **Mgr, Construction Trades**

Job Family: No Family

Job Code: **NC24**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

Job Summary

Directs, supervises, and monitors personnel, equipment, and budgets for all general construction shops and projects associated with Auburn University.

Essential Functions

1. Plans, coordinates, and organizes project requirements between various shops so that appropriate personnel and materials are available for the project's timely completion.
2. Manages the operations of General Construction Shops including roofing, painting, carpentry, asbestos, security, and heavy construction to ensure that all work is completed timely and in a safe manner.
3. Documents project and employee information on required forms and submits through appropriate channels.
4. Communicates with others to keep them informed of activities, maximize effectiveness and efficiency of department, and 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>
Education	Four-year college degree	Degree in Building Science, Architecture, Engineering, or related field
Experience (yrs.)	5	Experience in construction, trades and administration

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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, Occupational Safety and Health Administration (OSHA) codes, and asbestos abatement and mold remediation techniques.

Certification or Licensure Requirements

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.

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, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires and lifting more than 100 pounds.

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

Date: 1/4/2012
