

## JOB INFORMATION

|                       |                                                    |
|-----------------------|----------------------------------------------------|
| Job Code              | NB71                                               |
| Job Description Title | Asst Supv, Heavy Exterior Construction & Abatement |
| Pay Grade             | ST13                                               |
| Range Minimum         | \$46,260                                           |
| 33rd %                | \$55,510                                           |
| Range Midpoint        | \$60,140                                           |
| 67th %                | \$64,770                                           |
| Range Maximum         | \$74,020                                           |
| Exemption Status      | Non-Exempt                                         |
| Approved Date:        | 4/25/2024 6:29:10 PM                               |

## JOB FAMILY AND FUNCTION

|               |                             |
|---------------|-----------------------------|
| Job Family:   | Production & Skilled Trades |
| Job Function: | Construction                |

## 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.

## RESPONSIBILITIES

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>Approves time entry in University time keeping system and Facilities Management work order tracking system.</li> <li>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.</li> <li>Participates in the design review and construction inspection processes for projects that are not initiated by the Maintenance Department.</li> </ul> |
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The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

| Education Level            | Focus of Education |     | Years of Experience | Focus of Experience                                  |  |
|----------------------------|--------------------|-----|---------------------|------------------------------------------------------|--|
| High School Diploma or GED |                    | and | 5 years of          | Experience in construction practices and principles. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications                        | Licenses/Certification Details       | Time Frame     | Required/Desired |     |
|------------------------------------------------|--------------------------------------|----------------|------------------|-----|
| DL NUMBER - Driver License, Valid and in State | (any state)                          | Upon Hire      | Required         | And |
|                                                | State Asbestos Removal Certification | within 90 Days | Required         | And |
|                                                | Asbestos Inspector Certification     | Upon Hire      | Desired          |     |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              |            | X          |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        |              | X          |            |        |
| Stooping/ Kneeling/ Crouching |       |        |              | X          |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        | X            |            |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        |              | X          |            |
| Extreme heat           |       |        |              | X          |            |
| Humidity               |       |        |              | X          |            |
| Wet                    |       |        |              | X          |            |
| Noise                  |       |        |              | X          |            |
| Hazards                |       |        |              | X          |            |
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       |        |              | X          |            |
| Vibration              |       |        |              | X          |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.