

## JOB INFORMATION

|                                                          |                                          |
|----------------------------------------------------------|------------------------------------------|
| Job Code                                                 | NC91A                                    |
| Job Description Title                                    | Coord I, Rural Studio Construction       |
| Pay Grade                                                | FM10                                     |
| Range Minimum                                            | \$37,800                                 |
| 33rd %                                                   | \$44,100                                 |
| Range Midpoint                                           | \$47,250                                 |
| 67th %                                                   | \$50,400                                 |
| Range Maximum                                            | \$56,700                                 |
| Exemption Status                                         | Exempt                                   |
| Organizational use restricted to the following divisions | 142 College Arch Design and Construction |
| Approved Date:                                           | 1/1/1900 12:00:00 AM                     |
| Legacy Date Last Edited                                  | 8/8/2013                                 |

## JOB FAMILY AND FUNCTION

|               |                                       |
|---------------|---------------------------------------|
| Job Family:   | Facilities, Maintenance, & Operations |
| Job Function: | Design & Construction                 |

## JOB SUMMARY

Provides project planning and project management support to the Rural Studio facility.

## RESPONSIBILITIES

- Provides assistance to faculty regarding project organization, project design review, construction logistics planning and management, and construction phase on-site supervision of student teams for design-build projects.
- Provides support to faculty with regard to project documentation and reporting.
- Provides documentation and support to the Rural Studio faculty and College of Architecture Design and Construction development team regarding project funding and in-kind material solicitations and donations.
- Serves as the on-site building supervisor and schedules materials and services for delivery.
- Prepares curriculum and course plans for assigned classes.
- Establishes daily job site activities and labor schedules.

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 | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

## 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                                                                                                           |  |
|-------------------|------------------------|-----|---------------------|-------------------------------------------------------------------------------------------------------------------------------|--|
| Bachelor's Degree | Degree in Architecture | and | 0 years of          | Experience in instructing, building design and construction principles and practices, woodworking tools, and safety protocols |  |

Substitutions Allowed for Experience

Yes

*Substitution 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 LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## 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          |

|                                                            |
|------------------------------------------------------------|
| <b>Vision Requirements:</b>                                |
| Ability to see information in print and/or electronically. |