AUBURN
Human Resources

Supv, Fabrication Shops

Job Description

JOB INFORMATION

Job Code	ND33
Job Description Title	Supv, Fabrication Shops
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:	11/11/2026 4:12:47 PM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Mechanic

JOB SUMMARY

Supervises and leads the daily operations of the Sign, Sheet Metal, Paint Spray Booth, Cabinetry, and Insulation areas. Responsible for organizing, prioritizing, and overseeing fabrication shop projects, installations, repairs, and preventive maintenance activities throughout the University. Ensures work is completed safely, efficiently, and in accordance with University standards, applicable codes, customer expectations, and operational priorities.

RESPONSIBILITIES

- Coordinates the work and responsibilities of multi-trade technicians by scheduling and overseeing work assignments, inspecting job sites, and ensuring that quality work is completed in a safe and timely manner.
- Plans project requirements and ensures that all work performed by assigned staff and contractors complies with applicable regulatory agencies, contract requirements, University standards, and organizational goals.
- Responsible for planning and overseeing the training and certification of all staff. Leads the recruitment and selection of staff and conducts performance review evaluations. Assists in resolving employee relations issues.\
- Maintains timely and accurate data to track work activities, supplies, and equipment. Reviews data for accuracy and provides analysis, reports, and recommendations for clients and senior leadership.
- Coordinates with other shops, departments, and/or outside contractors to ensure appropriate support for each job. Communicates with stakeholders to provide updates, answer questions, resolve issues, and ensure the efficient completion of projects and jobs.
- Assists in developing procedures and operating instructions for safe, accurate, and quality work performance and status reporting. Communicates with subordinate staff to ensure that policies and procedures are understood and maintained.
- Responsible for the Fabrication Shop’s budget coordination. Oversees all shop purchases and material requests.
- Maintains responsibility for personal safety and the safety of others by following established safety procedures, using required personal protective equipment, identifying and reporting unsafe conditions, and completing required safety training.

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 to 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	High School Diploma or equivalent.	and	6 years of	Experience in construction practices.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Developed supervisory skills including the ability to manage and motivate people; Developed communication skills including the ability to effectively communicate with staff and clients.	
Experience in construction, fabrication, skilled trades, facilities maintenance, or closely related shop operations.	
Knowledge of OSHA regulations and best safety practices.	
Ability to learn, adapt to, and effectively implement new equipment, technologies, and operating systems used in sign production, cabinetry, paint booth, sheet metal, and other fabrication shop operations.	
Ability to effectively utilize and learn technology systems, software applications, computers, tablets, and mobile devices to plan work, communicate with employees and customers, document activities, monitor operational performance, and support departmental objectives.	

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
	Asbestos Abatement-Worker	within 180 Days	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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.