
Auburn University Job Description

Job Title: **Coord, BSCI Field Lab**

Grade AA10 \$48,800 - \$83,000

Job Code: **HB07**

FLSA status: Exempt

Job Family: Academic Services & Administration

Job Function:

Job Summary

Under the direct supervision of the BSCI Field Lab Manager, the Coord, BSCI Field Lab coordinates and oversees the entire BSCI Field Lab facility including but not limited to materials, equipment and tools stored within.

Essential Functions

1. Instructs and monitors all students, faculty, and other authorized users in the safe operation of equipment and tools. Ensures proper safety guidelines are followed. Conducts orientations and certifications prior to the use of equipment and tools. Maintains records of these activities and verifies all users have been trained prior to the use of equipment or tools. The following types of certifications should be considered: Field Lab Truck, Tool Trailer, Equipment Trailer, Tractor Operation, Chain Hoist Operation, Small Tools, Power Tools, Ladders & Scaffolding.
2. Collaborates with the Field Lab Manager to ensure that students are supervised at all times by a competent, experienced adult (non-student) who has a strong understanding of construction safety practices, risk identification and mitigation. Supervision is required both at the Robins & Morton Construction Field Lab and on Service-Learning projects in the community. Other competent adult supervisors include BSCI Faculty holding OSHA 30-hour certification and the Field Lab Manager.
3. Maintains and conducts minor repairs on tools, equipment and vehicles. Coordinates larger service repairs with vendors. Maintains maintenance logs for high value equipment and tools.
4. Catalogs tools and equipment and provides a system to check tools and equipment in/out.
5. Collaborates with the Field Lab Manager to provide safety training on construction activities conducted at the field lab.
6. Responsible for daily cleanup of the field lab spaces, equipment, and tools. Organizes cleanup of active spaces in consultation with faculty and students.
7. Assists faculty and students with the setup and takedown of labs, equipment, and tools.
8. Collaborates with the Field Lab Manager to maintain a presence at the field lab for access control and visitors. Maintains and manages parking facilities so that students and faculty have access to parking when needed.
9. Consults with Field Lab Manager, BSCI faculty, and staff on scheduling field lab activities and space allocation.
10. Prepares and places material orders in consultation with Field Lab Manager and BSCI faculty. Accepts and stores materials in an organized manner.
11. Coordinates work activities with Field Lab Manager and BSCI faculty. Seeks input and direction on issues regarding material removal/disposal, parking needs, visitors, and scheduling.
12. Assists with activities (such as service learning) outside the field lab as requested by the Field Lab Manager and/or BSCI faculty.

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.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	Bachelor's Degree desired, High school diploma required
Experience (yrs.)	8	Experience within the construction industry

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 fundamental construction concepts, practices, and/or procedures.

Certification or Licensure Requirements

OSHA 30hr Safety Certification

State of AL Contractor's License (Residential / Commercial) Preferred

Pre-Employment Screening Requirements

None

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, and lifting up to 100 pounds.

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

Date: 6/16/2023
