
Auburn University Job Description

Job Title: **Supv, Building Operations**

Job Family: No Family

Job Code: **NB03**

Grade FM13 \$40,400 - \$64,600

FLSA status: Non-exempt

Job Summary

Responsible for the supervision, maintenance and repair of buildings, grounds, and facilities.

Essential Functions

1. Supervises and performs a variety of carpentry tasks such as wood and metal framing; installing or replacing doors, windows, and locks; roofing; flooring; finish carpentry; etc.
2. Supervises and performs a variety of plumbing tasks such as welding, cutting, and threading of steel pipe systems; setting of fixtures and equipment; repair and maintenance of fixtures and equipment; etc.
3. Ensures that all Health Department and OSHA regulations are met on a daily basis.
4. Performs preventative maintenance on air conditioning units such as air filters and coils.
5. Supervises, performs, and maintains records of electrical work including the layout and installation of the internal and external conduit and associated electrical devices to ensure local codes are met.
6. Documents project and employee information and submits reports or orders required inventory/equipment through appropriate channels.
7. May read and interpret blue prints and shop drawings in order to perform assigned work responsibilities.
8. May perform other specialized tasks (such as pool maintenance, etc.) related to upkeep of buildings, grounds, and facilities.

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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	5	Experience in managing, carpentry, plumbing, and electrical work

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 building maintenance and operations such as electrical, carpentry, and plumbing codes, OSHA Standards, and environmental management regulations (ADEM). Developed supervisory skills.

Certification or Licensure Requirements

Valid Driver's 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.

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, and lifting up to 50 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

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

Date: 4/29/2012
