
Auburn University Job Description

Job Title:	Supv, Plumbing	Job Family:	No Family
Job Code:	NB07	Grade 33:	\$39,300 - \$65,500
FLSA status:	Non-exempt		

Job Summary

Provides primary on-site expertise in supervision, management, budgets, and supply control for plumbing services.

Essential Functions

1. Manages and coordinates the work and responsibilities of personnel by reviewing tasks, inspecting job sites, revising instructions, and talking with other supervisors to ensure that all work is completed in a safe and timely manner.
2. Communicates with others to keep them informed of work activities and progress and to answer questions.
3. Researches vendors and manufacturers of scientific equipment to determine repair parts availability and accepted method of repair.
4. May approve and maintain invoices, records, and documentation of work activities, supplies, and equipment.

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.)	6	Experience in plumbing practices

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 plumbing, building and gas codes. 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 walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

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

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/4/2012
