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## Auburn University Job Description

Job Title: **Supv, Heavy Ext Const & Abatement**

Job Family: No Family

Job Code: **NB11**

Grade ST14 \$44,500 - \$71,200

FLSA status: Non-exempt

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### Job Summary

Reporting to the Manager, Construction Trades, supervises and leads the daily operation of the Heavy Construction, Roofing, and Asbestos shops. Organizes and supervises maintenance requirements for heavy construction, roofing, and hazardous material abatement tasks across the University community.

### Essential Functions

1. Plans and organizes project requirements for maintenance, repair, and new construction activities so that appropriate personnel and materials are available for safe and timely completion of projects within state and federal guidelines.
2. Assigns and coordinates daily tasks for shop members involving heavy construction, roofing, and hazardous material abatement. Supervises the work of personnel by reviewing tasks, inspecting job sites, and revising tasks as needed.
3. Approves time entry in University time keeping system and Facilities Management work order tracking system.
4. Participates in the design review and construction inspection processes for projects that are not initiated by the Maintenance Department.
5. Coordinates among other Maintenance Department shops, other Facilities Management Departments, outside contractors, and Auburn University customers and visitors to communicate activities, resolve issues and questions, and to maximize efficiencies for projects.
6. Maintains records and documentation of work activities, supplies, and equipment, including maintaining records of asbestos and hazardous material testing and abatement.
7. Ensures work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	6	Experience in construction practices and principles.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of construction methods and procedures to include building codes, construction law, and Occupational Safety and Health Administration (OSHA) codes.

#### Certification or Licensure Requirements

Valid Driver's License

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 10/25/2017

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