
Auburn University Job Description

Job Title:	Asst Supv, Carpentry	Job Family:	No Family
Job Code:	NB72	Grade 31:	\$31,300 - \$52,100
FLSA status:	Non-exempt		

Job Summary

Conducts and oversees general maintenance on Auburn University properties.

Essential Functions

1. Investigates and rectifies problems reported throughout campus via the facility focus work order system.
2. Oversees and participates in renovation and new construction projects; including demolition, layout, creation of material lists, and ordering of materials.
3. Communicates with customers on campus to find out exact requirements and information on plans and project progress.
4. Prepares daily work reports as a record of time allocation during the day.
5. Assists in planning of project requirements ensuring personnel and materials are present.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 carpentry practices

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 carpentry construction tools and materials, and Occupational Safety and Health Administration (OSHA) regulations.

Certification or Licensure Requirements

Valid Driver's License

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.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, reaching, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, talking, and lifting up to 100 pounds.

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

Date: 12/16/2011
