
Auburn University Job Description

Job Title: **Asst Supv, Construction**

Job Family: No Family

Job Code: **NB76**

Grade ST13 \$40,400 - \$64,600

FLSA status: Non-exempt

Job Summary

Provides on-site supervision of the construction, repair, and maintenance tasks for new construction and renovation projects on university buildings and property.

Essential Functions

1. Assists with managing and coordinating the work and responsibilities of personnel by reviewing tasks, inspecting job sites, delegating responsibilities, 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. Prepares and submits daily work reports as a record of time allocation during the day in addition to any other similar requested reports.
4. Creates materials list and gathers materials needed in advance for completing assigned jobs.
5. Coordinates with others to prepare written job estimates and schedules.
6. Oversees the care and maintenance of tools and equipment used for projects.
7. Performs variety of construction tasks such as (but not limited to) repairing and maintaining electrical devices; repairing and installing mechanical equipment; assists in repairing university streets, and performing minor maintenance on heating and air conditioning units.
8. May performs other construction related tasks related to plumbing, carpentry, and light welding including the incidental fabrication, repair, and replacement of metal parts.
9. Operates motorized equipment including motor cranes, front-end loaders, backhoes, dump trucks, truck/trailer combinations, forklifts, and bobcats.

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 construction 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 construction methods and procedures to include building codes, construction law, state building guidelines, and Occupational Safety and Health Administration (OSHA) codes. Skill in reading and interpreting blue prints. 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, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, talking, hearing, and lifting up to 100 pounds.

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

Date: 12/16/2011
