
Auburn University Job Description

Job Title:	Coord, Rural Studio Shop	Level I	Grade 30 \$28,000 - \$46,700
Job Code:	NC90	Level II	Grade 31 \$31,300 - \$52,100
FLSA status:	Exempt		

Job Summary

Coordinates and oversees on-site technical advice to students regarding construction details and building techniques required for building projects as well as overseeing the Rural Studio wood shop and tool inventory.

Essential Functions

1. Instructs and monitors students and faculty in safe and proper operation of shop equipment and tools ensuring proper safety guidelines are followed.
2. Maintains and repairs shop equipment and on-site tools ensuring they are maintained in proper safe working order.
3. Provides instruction to students relative to using shop equipment to complete class/studio assignments.
4. Prepares curriculum and course plans for assigned classes.
5. Works with the Rural Studio faculty, students, and community partners to plan, organize, review designs and coordinate small, community-based renovation and repair projects.
6. Performs architectural design functions by working drawings, and specifications for projects.
7. Orders replacement parts and equipment as required.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelors degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I Bachelors degree in discipline appropriate to position with no experience.

Level II Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Architecture

Focus of Experience

Experience in instructing, woodworking shop and carpentry principles and 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 International Building Code, Americans with Disabilities Act Design Guidelines, carpentry construction tools and materials, and Occupational Safety and Health Administration (OSHA) regulations.

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Frequent heavy or intense physical requirements, combined with exposure to a number of disagreeable elements, such as heat, cold, noise, dust, dirt, chemicals. Injury may require professional treatment or hospitalization. Constant precautions required.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires and lifting more than 100 pounds.

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

Date: 8/8/2013
