AUBURN
Human Resources

Coord, BSCI Field Lab

Job Description

JOB INFORMATION

Job Code	HB07
Job Description Title	Coord, BSCI Field Lab
Pay Grade	AA10
Range Minimum	$53,120
33rd %	$65,510
Range Midpoint	$71,710
67th %	$77,900
Range Maximum	$90,300
Exemption Status	Exempt
Organizational use restricted to the following divisions	142 College Arch Desgn and Construction
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/16/2023

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Under the direct supervision of the BSCI Field Lab Manager, the Coord, BSCI Field Lab coordinates and oversees the entire BSCI Field Lab facility including but not limited to materials, equipment and tools stored within.

RESPONSIBILITIES

- Instructs and monitors all students, faculty, and other authorized users in the safe operation of equipment and tools. Ensures proper safety guidelines are followed. Conducts orientations and certifications prior to the use of equipment and tools. Maintains records of these activities and verifies all users have been trained prior to the use of equipment or tools. The following types of certifications should be considered: Field Lab Truck, Tool Trailer, Equipment Trailer, Tractor Operation, Chain Hoist Operation, Small Tools, Power Tools, Ladders & Scaffolding.
- Collaborates with the Field Lab Manager to ensure that students are supervised at all times by a competent, experienced adult (non-student) who has a strong understanding of construction safety practices, risk identification and mitigation. Supervision is required both at the Robins & Morton Construction Field Lab and on Service-Learning projects in the community. Other competent adult supervisors include BSCI Faculty holding OSHA 30-hour certification and the Field Lab Manager.
- Maintains and conducts minor repairs on tools, equipment and vehicles. Coordinates larger service repairs with vendors. Maintains maintenance logs for high value equipment and tools.
- Catalogs tools and equipment and provides a system to check tools and equipment in/out.
- Collaborates with the Field Lab Manager to provide safety training on construction activities conducted at the field lab.
- Responsible for daily cleanup of the field lab spaces, equipment, and tools. Organizes cleanup of active spaces in consultation with faculty and students.
- Assists faculty and students with the setup and takedown of labs, equipment, and tools.
- Collaborates with the Field Lab Manager to maintain a presence at the field lab for access control and visitors. Maintains and manages parking facilities so that students and faculty have access to parking when needed.
- Consults with Field Lab Manager, BSCI faculty, and staff on scheduling field lab activities and space allocation.
- Prepares and places material orders in consultation with Field Lab Manager and BSCI faculty. Accepts and stores materials in an organized manner.
- Coordinates work activities with Field Lab Manager and BSCI faculty. Seeks input and direction on issues regarding material removal/disposal, parking needs, visitors, and scheduling.

RESPONSIBILITIES

- Assists with activities (such as service learning) outside the field lab as requested by the Field Lab Manager and/or BSCI faculty.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	Bachelor’s Degree desired.	and	8 years of	experience within the construction industry.	

Substitutions Allowed for Experience	Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundamental construction concepts, practices, and/or procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	OSHA 30hr Safety Certification	Upon Hire	Required	And
	State of AL Contractor's License (Residential / Commercial)	Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting			X			
Lifting			X			100 lbs
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.