AUBURN
Human Resources

Supv, Construction
Job Description

JOB INFORMATION

Job Code	NB08
Job Description Title	Supv, Construction
Pay Grade	ST14
Range Minimum	$50,890
33rd %	$61,070
Range Midpoint	$66,150
67th %	$71,240
Range Maximum	$81,420
Exemption Status	Non-Exempt
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JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Construction

JOB SUMMARY

Oversees employees, subcontractors, materials, schedules, safety compliance, documentation, and quality control for campus construction and renovation projects. Coordinates work activities to ensure projects are completed safely, efficiently, and in accordance with applicable codes, standards, plans, and departmental priorities.

RESPONSIBILITIES

- Supervises the activities and operations for construction and renovation projects.
- Plans, schedules, prioritizes, and coordinates construction and renovation work, including labor, materials, equipment, subcontractors, site access, customer communication, and project sequencing.
- Maintains records and documentation of work activities, supplies, and equipment.
- Evaluates general construction jobs in order to provide cost estimates.
- Operates heavy equipment on job site, when necessary.
- Performs and supervises a variety of carpentry tasks and installations.
- Layout foundations, footings, and maintain proper elevations for construction.
- Serves as a construction technician as needed.
- Inspects work in progress and completed work to ensure quality, code compliance, proper workmanship, and alignment with project requirements.
- Assigns work, provides technical direction, trains employees, monitors performance, verifies completion of assigned tasks, and supports employee development.
- Maintains responsibility for personal safety and the safety of others by following established safety procedures, using required personal protective equipment, identifying and reporting unsafe conditions, and completing required safety training.

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	High School Diploma or equivalent	and	6 years of	Experience in construction practices	

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 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 blueprints, construction drawings, specifications, digital plans, sketches, and related project documentation.	
Skill in supervising, training, assigning work, evaluating performance, resolving jobsite issues, communicating expectations, and supporting safe and productive work practices.	
Ability to effectively utilize and learn technology systems, software applications, computers, tablets, and mobile devices to plan work, communicate with employees and customers, document activities, monitor operational performance, and support departmental objectives.	
Ability to communicate effectively with employees, contractors, project managers, campus customers, and other stakeholders regarding project status, safety concerns, work impacts, and schedule changes.	
Ability to assess field conditions, identify construction issues, recommend practical solutions, and adjust work plans based on safety, schedule, material, and operational needs.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting			X			
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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 and distinguish colors.