AUBURN
Human Resources

Supv, Heavy Exterior Construction & Abatement

Job Description

JOB INFORMATION

Job Code	NB11
Job Description Title	Supv, Heavy Exterior Construction & Abatement
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
Approved Date:	11/11/2026 4:14:11 PM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Construction

JOB SUMMARY

Supervises and leads the daily operations of the Heavy Construction, Roofing, and Asbestos operations. Organizes, coordinates, and oversees maintenance, repair, construction, roofing, and hazardous material abatement work across the University community to ensure work is completed safely, effectively, and in compliance with applicable regulations.

RESPONSIBILITIES

- Plans and organizes project requirements for maintenance, repair, and new construction activities so that appropriate personnel and materials are available for safe and timely completion of projects within state and federal guidelines.
- Assigns and coordinates daily tasks for shop members involving heavy construction, roofing, and hazardous material abatement. Supervises the work of personnel by reviewing tasks, inspecting job sites, and revising tasks as needed.
- Approves time entry in University time keeping system and Facilities Management work order tracking system.
- Participates in the design review and construction inspection processes for projects that are not initiated by the Maintenance Department.
- Coordinates among other Maintenance Department shops, other Facilities Management Departments, outside contractors, and Auburn University customers and visitors to communicate activities, resolve issues and questions, and to maximize efficiencies for projects.
- Maintains records and documentation of work activities, supplies, and equipment, including maintaining records of asbestos and hazardous material testing and abatement.
- Ensures work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.
- 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 and principles.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of construction methods and procedures to include building codes, construction law, and Occupational Safety and Health Administration (OSHA) codes.	
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.	

MINIMUM LICENSES & CERTIFICATIONS

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

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR); Pre-Employment Drug Screening

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	
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.