AUBURN
Human Resources

Asst Supv, Heavy Exterior Construction & Abatement

Job Description

JOB INFORMATION

Job Code	NB71
Job Description Title	Asst Supv, Heavy Exterior Construction & Abatement
Pay Grade	ST13
Range Minimum	$46,260
33rd %	$55,510
Range Midpoint	$60,140
67th %	$64,770
Range Maximum	$74,020
Exemption Status	Non-Exempt
Approved Date:	4/25/2024 6:29:10 PM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Construction

JOB SUMMARY

Reporting to the Supervisor, Heavy Exterior Construction and Abatement, coordinates daily operations of the Heavy Construction, Roofing, and Asbestos shops. Supervises the on-site work of trades within the shops, including heavy construction, roofing, and hazardous material abatement tasks across the University community. Ensures work is completed in a safe, timely manner in accordance with applicable state and federal guidelines.

RESPONSIBILITIES

- Provides on-site supervision of the Heavy Construction, Roofing, and Asbestos shops. Executes requirements set forth by the shop supervisor for maintenance, repair, and new construction activities.
- Maintains project records and certifications for hazardous material abatement per the Alabama Department of Environmental Management (ADEM), Environmental Protection Agency (EPA), and Occupational Safety and Health Administration (OSHA). Reviews hazardous material removal work processes to ensure compliance with regulatory requirements.
- Orders all personal protective equipment, supplies, and materials needed for hazardous material abatement work. Conducts building inspection sampling for the presence of asbestos containing material as required by ADEM. Conducts asbestos abatement, to include gross asbestos, glove bag, and floor tile removal.
- Assigns and coordinates daily tasks for shop members involving heavy construction, roofing, and hazardous material abetment. Supervises the work of on-site personnel by reviewing tasks and inspecting job sites. Revises tasks as needed in collaboration with shop supervisor.
- Approves time entry in University time keeping system and Facilities Management work order tracking system.
- Coordinates among other Maintenance Department shops, other Facilities Management Departments, outside contractors, and Auburn University ustomers and visitors to communicate activities, resolve issues and questions, and to maximize efficiencies for projects.
- Participates in the design review and construction inspection processes for projects that are not initiated by the Maintenance Department.

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		and	5 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.	

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	And
	State Asbestos Removal Certification	within 90 Days	Required	And
	Asbestos Inspector Certification	Upon Hire	Desired	

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.