AUBURN
Human Resources

Asst Supv, Construction

Job Description

JOB INFORMATION

Job Code	NB76
Job Description Title	Asst Supv, Construction
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:	10/29/2026 3:57:28 PM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Construction

JOB SUMMARY

Provides field supervision and coordination of construction, repair, renovation, and maintenance activities for university buildings, grounds, and related facilities. Supports safe, timely, and quality completion of assigned work by coordinating personnel, materials, equipment, schedules, and communication with campus stakeholders.

RESPONSIBILITIES

- Assists with managing and coordinating the work and responsibilities of personnel by reviewing tasks, inspecting job sites, delegating responsibilities, revising instructions, and talking with other supervisors to ensure that all work is completed in a safe and timely manner.
- Communicates with supervisors, employees, customers, and other departments to provide work status updates, coordinate activities, and respond to questions.
- Prepares and submits daily work reports, time records, work order updates, material usage information, and other documentation using departmental systems and established procedures.
- Creates materials list and gathers materials needed in advance for completing assigned jobs.
- Coordinates with others to prepare written job estimates and schedules.
- Oversees the care and maintenance of tools and equipment used for projects.
- Performs variety of construction tasks such as (but not limited to) repairing and maintaining electrical devices; repairing and installing mechanical equipment; assists in repairing university streets, and performing minor maintenance on heating and air conditioning units.
- May performs other construction related tasks related to plumbing, carpentry, and light welding including the incidental fabrication, repair, and replacement of metal parts.
- Operates motorized equipment including motor cranes, front-end loaders, backhoes, dump trucks, truck/trailer combinations, forklifts, and bobcats.
- 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	5 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, drawings, specifications, work scopes, and related construction documents.	
Developed supervisory skills.	
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	

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			50-100lbs
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.