
Auburn University Job Description

Job Title:	Supv, Asbestos	Job Family:	No Family
Job Code:	NB10	Grade 33:	\$39,300 - \$65,500
FLSA status:	Non-exempt		

Job Summary

Provides on-site supervision and has responsibility for ensuring work is completed in a safe manner within state and federal regulations.

Essential Functions

1. Plans for and organizes project requirements so that appropriate personnel and materials are available for the project's timely completion.
2. Manages activities and operations of Asbestos Removal Shop to ensure that all work is completed in a safe, timely manner and in compliance with the appropriate regulatory agencies.
3. Documents project information and employee information on required forms and submits through appropriate channels.
4. Communicates with others to keep them informed of activities, maximize effectiveness and efficiency of department, and answer questions.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	6	Experience in construction and asbestos assessments

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

Knowledge of asbestos abatement, Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) standards, and mold assessment and remediation practices. Ability to read and interpret blueprints. Developed supervisory skills.

Certification or Licensure Requirements

State Asbestos Removal Certification, Asbestos Inspector Certification and a Valid Driver's License

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires .

Job occasionally requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/11/2012
