
Auburn University Job Description

Job Title: **Asst Supv, Mechanical**

Job Family: No Family

Job Code: **NB22**

Grade 32: \$35,000 - \$58,400

FLSA status: Non-exempt

Job Summary

Provides on-site supervision of specific mechanical projects by managing secondary mechanical shop functions as assigned by the supervisor of the mechanical shop.

Essential Functions

1. Provides technical advice and support to technicians and monitors repairs or installations of equipment.
2. Provides on-site supervision to a work crew on all HVAC, refrigeration, boilers, and periphery systems involved with cooling or heating functions.
3. Posts invoices, work orders, and oversees computer database for work activities, supplies, and equipment so that time and equipment is accounted for.
4. Assists with diagnosing problems and repairs and replaces equipment, units, and parts.
5. Communicates with supervisor and others to keep them aware of activities within the department and to 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.)	5	Experience in mechanical practices

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of electrical and mechanical codes.

Certification or Licensure Requirements
Freon Certification

Physical Requirements/ADA

Frequent heavy or intense physical requirements, combined with exposure to a number of disagreeable elements, such as heat, cold, noise, dust, dirt, chemicals. Injury may require professional treatment or hospitalization. Constant precautions required.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

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

Date: 12/16/2011
