
Auburn University Job Description

Job Title:	Supv, Roofing Shop	Job Family:	No Family
Job Code:	NB38	Grade 33:	\$39,300 - \$65,500
FLSA status:	Non-exempt		

Job Summary

Provides on-site supervision, management, and oversight of roofing projects throughout campus.

Essential Functions

1. Supervises the work of personnel by reviewing tasks, inspecting job sites, revising instructions, and talking with other supervisors.
2. Plans and organizes project requirements so that appropriate personnel and materials are available for the project.
3. Communicates within the department and with other departments to schedule and keep them aware of activities and to answer questions.
4. Maintains computer data base for work activities, supplies, and equipment for accountability.
5. Serves as a roofing technician when needed to perform general roofing repair and general maintenance functions around campus and provide service to customers.
6. May assist other shops in maintenance (i.e. electrical carpentry, plumbing & paint shops).

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 roofing practices

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 roofing procedures, materials, and systems. Ability to apply roofing appropriately and safety. Developed supervisory skills.

Certification or Licensure Requirements

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 standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, hearing, handling objects with hands, .

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

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

Date: 1/5/2012
