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## Auburn University Job Description

Job Title:	<b>Asst Supv, Heavy Equip &amp; Const</b>	Job Family:	No Family
Job Code:	<b>NB57</b>	Grade 31:	\$31,300 - \$52,100
FLSA status:	Non-exempt		

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### Job Summary

Assists in providing on-site supervision as well as organizing, and managing heavy construction project requirements across campus.

### Essential Functions

1. Assists in planning for and organizing project requirements for Auburn University facilities in repair, maintenance, and construction activities so that appropriate personnel and materials are available for the project's timely completion.
2. Manages activities and participates in operations of heavy construction projects to ensure that all work is completed timely and in a safe manner.
3. Maintains records and documentation of work activities, supplies, and equipment so that time and equipment is accounted for.
4. Assists in supervising heavy construction employees including providing training and feedback.
5. Communicates with others to keep them aware 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>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	5	Experience in construction 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 heavy construction and safe operation of tools and equipment.

### Certification or Licensure Requirements

Valid Driver's License

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## 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, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 12/16/2011

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