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## Auburn University Job Description

Job Title:	<b>Asst Supv, Plumbing</b>	Job Family:	No Family
Job Code:	<b>NB75</b>	Grade 31:	\$31,300 - \$52,100
FLSA status:	Non-exempt		

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### Job Summary

Provides on-site assistance in supervision, management, and supply control by managing secondary plumbing services functions, such as, but not limited to sanitary/storm sewer, domestic water, natural gas, and hydronic systems, as assigned by the plumbing supervisor.

### Essential Functions

1. Assists with managing and coordinating the work and responsibilities of personnel by reviewing tasks, inspecting job sites, revising instructions, and talking with other supervisors to ensure that all work is completed in a safe and timely manner. Sets priorities which accurately reflect the relative importance of the work to be performed. Ensures all work tasks are successfully completed while competing with multiple demands.
2. Investigates and rectifies problems reported throughout campus via the work order system within Facilities Management.
3. Communicates with others to keep them informed of work activities and progress and to answer questions.
4. Prepares daily work reports as a record of time allocation during the day.
5. Assists supervisor with researching vendors and manufacturers of scientific equipment to determine repair parts availability and accepted method of repair.
6. Provides quality control/assurance between the Plumbing Shop and customers/clients.
7. Prepares written job estimates for customers/clients.
8. Serves as a customer service liaison for the Plumbing Shop and represents the Plumbing Shop in planning meetings.
9. May approve and maintain invoices, records, and documentation of work activities, supplies, and equipment.
10. Participates in the design process review, such as, but not limited to the review of construction drawings to identify potential maintenance issues.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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 plumbing 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 plumbing, building and gas codes.

#### Certification or Licensure Requirements

Valid Driver's License

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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

Job occasionally requires standing, sitting, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 11/29/2016

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