
Auburn University Job Description

Job Title: **Supv, Fabrication Shops**

Job Family: No Family

Job Code: **ND33**

Grade ST13 \$40,400 - \$64,600

FLSA status: Non-Exempt

Job Summary

Reporting to the Manager, Facilities Shops Maintenance, supervises and leads the daily operations of the Sign, Sheet Metal, Paint Spray Booth, Cabinetry, and Insulation areas. Responsible for organizing and overseeing the successful execution of Fabrication Shop projects, installations, and repairs throughout the University.

Essential Functions

1. Coordinates the work and responsibilities of multi-trade technicians by scheduling and overseeing work assignments, inspecting job sites, and ensuring that quality work is completed in a safe and timely manner.
2. Plans project requirements and ensures that all work performed by assigned staff and contractors complies with applicable regulatory agencies, contract requirements, University standards, and organizational goals.
3. Responsible for planning and overseeing the training and certification of all staff. Leads the recruitment and selection of staff and conducts performance review evaluations. Assists in resolving employee relations issues.
4. Maintains timely and accurate data to track work activities, supplies, and equipment. Reviews data for accuracy and provides analysis, reports, and recommendations for clients and senior leadership.
5. Coordinates with other shops, departments, and/or outside contractors to ensure appropriate support for each job. Communicates with stakeholders to provide updates, answer questions, resolve issues, and ensure the efficient completion of projects and jobs.
6. Assists in developing procedures and operating instructions for safe, accurate, and quality work performance and status reporting. Communicates with subordinate staff to ensure that policies and procedures are understood and maintained.
7. Responsible for the Fabrication Shop's budget coordination. Oversees all shop purchases and material requests.
8. May perform other related duties as assigned by the Facilities Shops Maintenance Manager.

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 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

Developed supervisory skills including the ability to manage and motivate people; Developed communication skills including the ability to effectively communicate with staff and clients; Knowledge of construction practices, building systems, blueprints, and Computer Aided Design and Drafting (CADD); Knowledge of OSHA regulations and best safety practices; Efficiency in Microsoft Office and work management systems

Certification or Licensure Requirements

Valid Driver's License; Asbestos Abatement-Worker within first 6 months of employment.

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 standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires and lifting up to 100 pounds.

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

Date: 6/19/2019
