



Job Specification

Job Title: Assistant Manager, Renovations
BCAT Code: 450X AA
Pay Grade: G17

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Oversees the physical renovation services and activities for buildings and other GSU fixed assets. Supervise staff and manages renovation operations at GSU.

Examples of Duties

- Conducts and estimates renovation costs and analysis.
- Oversees the design and implementation of renovation plans.
- Interprets renovation and architectural drawings and plans.
- Manages the selection of renovation firms for GSU design services.
- Develops annual renovation submittal plans for GSU.
- Compiles data and prepares various reports (qualitative and quantitative).
- Manages the review of renovation design drawings, proposals, specifications, budget, and schedule compliance.
- Supervises staff and provides training on renovation activities.
- Serves as GSU representative on Board of Regents renovation projects.
- Performs other renovation related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of renovation and architectural policies and procedures.
- Knowledge of AutoCAD, word-processing (MS-Word), spreadsheets (MS-Excel), and databases (MS-Access), and Microsoft Project or Suretrack (Primevera).
- Ability to multi-task and coordinate several projects.
- Ability to design alterations to buildings and prepare accurate documents
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers

Minimum GSU Hiring Standards

Bachelor's degree and five years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.