



Job Specification

Job Title: Assistant Zone Chief
BCAT Code: 450X AC
Pay Grade: G15

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

General Description

Assists the Zone Chief in daily operations activities to include scheduling maintenance tasks, attending meetings, and ordering supplies. Performs daily maintenance and repair activities in area of specialty.

Examples of Duties

- Inspects facilities and makes recommendations for services.
- Plans, schedules, and coordinates routine and preventive maintenance assignments.
- Estimates amount of time and material required in completing project or assignment.
- Ensures the practice of safety policies and procedures.
- Evaluates and interprets design drawings, plans, and blue prints.
- Performs daily maintenance and repair activities in area of specialty.
- Trains staff and supervises staff in the absence of Zone Chief.
- Performs other maintenance duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of operation, inspection, and maintenance of urban building systems.
- Knowledge of intermediate computer operation and software (spreadsheets, databases, presentations, and word processors).
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Ability to interpret design drawings and plans.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

High school diploma or GED 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.