



## **Job Specification**

**Job Title: Building Systems Engineer**  
**BCAT Code: 450X BJ**  
**Pay Grade: G17**

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

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### **General Description**

Provides engineering and technical services for the maintenance, repair, and contract management for GSU Physical Plant Department.

### **Examples of Duties**

- Provides engineering and technical solutions for building systems, equipment, and code compliance.
- Reviews and evaluates drawings and specifications for the installation of new equipment and building systems modifications.
- Develops, administers, and oversees compliance on maintenance, repair, and contract work.
- Participates in the development and administration of preventive maintenance program for building systems and equipment.
- Serves as engineering liaison for the university in meeting, conferences, and matters of building and equipment maintenance and standardization.
- Assesses safety and risk management of inspection and compliance services.
- Writes reports, trains staff, faculty, and other employees on building and equipment maintenance, repair, and contracts.
- Performs other engineering management duties as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of federal, state, and local compliance codes.
- Knowledge in interpreting and evaluating engineering drawings, building systems, and maintenance.
- Knowledge of AutoCAD, word-processing (MS-Word), and spreadsheets (MS-Excel),
- Ability to multi-task, coordinate several projects, and perform life activities (climbing, walking, and entering non-confined areas).
- 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 four 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.*