



Job Specification

Job Title: Coordinator, Preventive Maintenance

BCAT Code: 810X BL

Pay Grade: G13

Effective Date: April 1, 2007

Revision Date: February 1, 2007

FLSA Status: Non-Exempt

General Description

Coordinates preventive maintenance schedules for all crafts such as lights, paint, HVAC, electrical and plumbing for University departments, colleges, offices and divisions.

Examples of Duties

- Facilitates specifications and researches specific problems involving old and new equipment.
- Coordinates service contracts with all departmental superintendents/supervisors and advises management of work plans and status of ongoing work activities.
- Produces and manages an equipment inspection checklist to ensure established levels of compliance is maintained.
- Prepares, plans and completes written sequential job outlines with material requirements and estimates as necessary to coordinate and process service requests.
- Documents deficiencies and makes recommendations for necessary repairs or replacement.
- Performs other duties as assigned to include serving in an acting capacity for lower level positions.
- Produces and disseminates reports, memos, letters, etc.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of building codes and standards.
- Knowledge of HVAC systems and other crafts.
- Ability to read and interpret blueprints and design documents.
- Ability to work effectively in a team.
- Ability to communicate effectively orally and in writing.
- Ability to prioritize service requests.
- Effective time management and organizational skills.

Minimum GSU Hiring Standards

Bachelor's degree and one-year experience; or a high school diploma or GED and five years 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.