



**Job Specification**

**Job Title: Maintenance Project Assistant**  
**BCAT Code: 510X CV**  
**Pay Grade: G11**

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

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**General Description**

Assists the Zone Chiefs with scheduling and tracking progress of work orders.

**Examples of Duties**

- Manages GSU utilities database and reconciles records.
- Monitors and audits GSU gas, water, and electrical invoices and approves expenditures.
- Audits invoices for the Zone purchases.
- Reconciles work order numbers and descriptions for daytime and shift employees.
- Maintains equipment inventory for refrigerant database, track compliance plan, and annual verification.
- Reviews work orders for discrepancies and duplicates.
- Supervises student assistants with time card entries.
- Maintains records of time logs.
- Gathers EPA data records for Safety and Risky Management.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of Facilities Management and Preventative Maintenance software.
- Knowledge of GSU policies and procedures.
- Knowledge of basic accounting.
- Ability to work independently.
- Ability to communicate effectively verbally and in writing.

**Minimum GSU Hiring Standards**

Bachelor's degree in a related field; or a combination of education and experience in building management.

*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.*