



Job Specification

Job Title: Manager, Construction Services
BCAT Code: 450X AN
Pay Grade: G18

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

General Description

Manages all aspects of assigned facilities construction/renovation projects. Provides technical assistance and coordination for multiple projects. Supervises staff of project managers.

Examples of Duties

- Manages, directs, and coordinates staff of Architects, Project managers, Construction Inspectors and other support staff.
- Directs assigned Project Managers (Architects and Engineers) in accomplishing assigned missions.
- Directs, coordinates and recommends activities associated with hiring, firing, job assignments, promotions, demotions, evaluations and disciplinary actions for personnel assigned.
- Develops and recommends policies, procedures and systems pertinent to Facilities Design & Construction Services area of responsibility.
- Identifies needs, directs and coordinates employee training and development.
- Manages budget for supplies, equipment, training and travel for assigned employees.
- Monitors projects to insure they are constructed within code.
- Prepares reports and performs special projects as required by the Director of Facilities Design & Construction Services.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of state and local building codes.
- Knowledge of AutoCAD or similar programming systems.
- Knowledge of building maintenance practices.
- Knowledge of safety precautions and procedures.
- Ability to communicate effectively verbally and in writing.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.
- Ability to coordinate building projects.

Minimum GSU Hiring Standards

Bachelor's degree in business administration or related field and two years of supervisory/managerial 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.