



Job Specification

Job Title: Manager, Renovations
BCAT Code:450X BA
Pay Grade: G19

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

General Description

Serves in a leadership role in the training and supervision of a group of skilled craft workers and contract employees conducting renovations projects across the campus.

Examples of Duties

- Develops and manages Renovations budget using primarily in-house labor.
- Supervises the activities of approximately thirty employees, including skilled craft workers, construction inspector and assigned administrative staff.
- Develops procedures, interprets policies, and schedules training craft workers and supervisors.
- Prepares objectives for the Renovations area and ensures that objectives are accomplished.
- Conducts staff meetings at regular intervals and maintains communication with employees, peers and other University staff as needed.
- Studies project plans, drawings, and specifications and confers with designers and supervisors to adjust discrepancies.
- Inspects completed work for craftsmanship and conformance with design standards.
- Manages personnel actions of Renovations area including manpower forecasting, interviewing, handling disciplinary actions, and recommending personnel for promotion, salary change, hiring and termination.
- Determines personnel, equipment, and materials needed and ensures that manpower and materials are obtained as needed to meet schedules.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, local laws, rules, and regulations governing funds.
- Knowledge of the tools, techniques and terminology used in the operation of electrical , carpentry, and painting trades.
- Knowledge of accident and safety issues connected with construction.
- Ability to make sound decisions and use good judgment; ability to communicate effectively verbally and in writing; ability to supervise and direct the work of others.
- Proficiency with word, spreadsheets, and database programs.

Minimum GSU Hiring Standards

Bachelor's degree in a related field and two years of supervisory/managerial experience, or a combination of training and experience; or, a bachelor's degree and four years of construction experience, or a combination of education and experience. Must be able to read specifications and blueprints and have experience in supervision and job estimation.

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.