



**Job Specification**

**Job Title: Project Supervisor, Repairs & Renovations**  
**BCAT Code: 450X BC**  
**Pay Grade: G16**

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

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**General Description**

Coordinates the repair and renovation projects in various trades.

**Examples of Duties**

- Estimates jobs for various trades.
- Follows up status on all documents prepared and gives written and oral reports.
- Coordinates activities of various trades and ensures that materials are available to complete assignments.
- Handles customer relations between various trades, sections, and clients.
- Trains subordinates in various trades.
- Completes all appropriate paperwork.
- May manage carpenters.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of applicable policies, procedures, and laws.
- Knowledge of estimation techniques and associated material costs.
- Ability to communicate effectively verbally and in writing.

**Minimum GSU Hiring Standards**

High school diploma or GED and four years construction experience, including one year of supervisory 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.*