



## **Job Specification**

**Job Title: Scheduler**  
**BCAT Code: 510X DT**  
**Pay Grade: G08**

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

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### **General Description**

Performs responsible for scheduling repairs and maintenance on university equipment.

### **Examples of Duties**

- Receives service calls and inputs work orders into computer system.
- Prepares and submits daily reports on project work orders and manpower utilization.
- Serves as liaison to other department representatives regarding schedule.
- Receives requests for service and directs personnel via radio regarding service calls.
- Assigns work order activity to employees upon supervisor approval. Confers with supervisor to determine status of assigned projects.
- Monitors and controls daily work order activities throughout the University complex.
- Assists with managing work load assignments for personnel.
- Expedites operations that delay schedules and alters schedules to meet unforeseen conditions.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Knowledge of the principles of scheduling and control.
- Knowledge of basic computer operation and software.
- Knowledge of building repair practices, methods and materials.
- Effective organizational skills.
- Effective time management skills.
- Ability to communicate effectively in writing and orally.

### **Minimum GSU Hiring Standards**

High school diploma or GED and one year of administrative office experience. Experience working in the construction or building repair trade preferred.

*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.*