



Job Specification

Job Title: Superintendent, Building Services
BCAT Code: 450X BE
Pay Grade: G14

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

General Description

Coordinates building services and functions across campus.

Examples of Duties

- Coordinates and monitors the activities of Campus Services, Set-ups, and Grounds.
- Provides general office support and management support, such as budget management.
- Coordinates training functions within Building Services, as prescribed by the Unit Trainer.
- Assists with special projects as assigned by the Assistant Director of Building Services.
- Coordinates emergency and inclement weather plans for Building Services.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Ability to lift up to 50lbs.
- Ability to communicate effectively both verbally and in writing.
- Ability to supervise the work of others.
- Ability to manage multiple projects.
- Proficiency in word processing, spreadsheets, and databases.

Minimum GSU Hiring Standards

Bachelor degree or high school diploma with four years of experience managing work groups of 12 or more; 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.