



**Job Specification**

**Job Title: Zone Chief**  
**BCAT Code: 450X BL**  
**Pay Grade: G17**

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

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**General Description**

Provides technical and managerial services in the accomplishment of the Physical Plant Department's maintenance program within a specified zone; identifies maintenance needs and solves maintenance problems.

**Examples of Duties**

- Identifies maintenance needs throughout the assigned zone through personal knowledge of building systems and through interaction with University department personnel.
- Monitors all building systems, to include life safety, mechanical, electrical, and structural problems.
- Supervises staff or contractors engaged in building maintenance activities.
- Ensures the maintenance and safety of workspaces and mechanical rooms in the zone.
- Assists University customers with coordinating the disposal of surplus equipment and materials through the University's Property Control Department.
- Oversees all building construction equipment installations within the zone.
- Represents the Physical Plant Department in meetings and matters concerning all buildings in assigned zone.
- Prepares purchase requests, as required.
- Maintains working level of supplies, tools, and materials as necessary to accomplish assigned work.
- Assists safety services in inspection and compliance activities.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of applicable policies, procedures, and laws; especially those pertaining to building code.
- Knowledge of construction techniques and ability to read blue prints.
- Knowledge of tools, techniques and terminology used in the operation of a building maintenance shop.
- Knowledge of applicable computer application.
- Skill and ability to plan efficiently and communicate effectively.

**Minimum GSU Hiring Standards**

High school diploma or GED and ten years experience in the operation, inspection, and maintenance of urban building systems; including three years supervisory experience of building and/or trades personnel; 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.*