General Description
Assists the Zone Chief in daily operational activities, such as maintenance scheduling, attending meetings, and ordering supplies. Performs daily maintenance and repair activities in the area of specialty.

Examples of Duties
- Inspects facilities and makes recommendations for maintenance.
- Plans, schedules, and coordinates routine and preventive maintenance assignments.
- Estimates the amount of time and material required in completing a project or assignment.
- Ensures that safety policies and procedures are followed.
- Evaluates and interprets design drawings, plans, and blue prints.
- Performs daily maintenance and repair activities in the area of specialty.
- Trains staff and supervises staff in the absence of the Zone Chief.
- Performs other maintenance duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of the operation, inspection, and maintenance of urban building systems.
- Knowledge of intermediate computer operations and software, such as spreadsheets, databases, presentations, and word processing.
- Effective time management and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Ability to interpret design drawings and plans.

Minimum GSU Hiring Standards
High school diploma or GED and five years of related experience; or a combination of education and related 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.

Office of Human Resources
Classification Section