Job Title: Building Systems Engineer

BCAT Code: 09NX17                                      Effective Date: April 1, 2007
Pay Grade: G17                                      FLSA Status: Exempt

General Description
Provides engineering and technical services for the maintenance, repair, and contract management of the Georgia State University (GSU) Physical Plant Department.

Examples of Duties
- Provides engineering and technical solutions for building systems, equipment, and code compliance.
- Reviews and evaluates drawings and specifications for the installation of new equipment and building systems modifications.
- Develops, administers, and oversees the compliance of maintenance, repair, and contract work.
- Participates in the development and administration of preventive maintenance programs for building systems and equipment.
- Serves as engineering liaison for the University in meetings, conferences, and in matters of building and equipment maintenance and standardization.
- Assesses the risk and safety management of inspection and compliance services.
- Writes reports, trains staff, faculty, and other employees on building and equipment maintenance, repair, and contracts.
- Performs other engineering management duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of federal, state, and local compliance codes.
- Knowledge of AutoCAD, word processing (MS Word), and spreadsheets (MS Excel).
- Knowledge of interpreting and evaluating engineering drawings, building systems, and maintenance.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task, coordinate several projects, and perform life activities, such as climbing, walking, and entering non-confined areas.

Minimum GSU Hiring Standards
Bachelor’s degree and four 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