Job Title: Facilities Coordinator, Citizens Trust Building

BCAT Code: 09TX27  Effective Date: July 1, 2009
Pay Grade: G12   FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Coordinates and performs daily maintenance, preventive maintenance and repairs in the Citizens Trust building. Coordinates renovation projects and keeps the tenants informed.

Examples of Duties
- Inspects and monitors the building and recommends repairs, painting, the cleaning schedules and best practices.
- Works closely with the Zone personnel and keeps the Zone Chief updated on all maintenance related activities in the building.
- Attends meetings that are related to maintenance work on the Citizens Trust Building.
- Assists the appropriate University departments in the inspection and in compliance activities involving the Fire Marshall, Occupational Safety and Health Administration (OSHA) inspections, Health Department regulations and Safety and Risk Management.
- Tracks the progress of building maintenance work orders and the results.
- Assists in reviewing and interpreting drawings, plans and blueprints for the Citizens Trust building.
- Performs other maintenance activities as assigned.

Knowledge, Skills, and Abilities
- Knowledge of plumbing repair and maintenance.
- Knowledge of heating and air conditioning maintenance.
- Knowledge of facilities management maintenance.
- Knowledge of electric repair and maintenance.
- Knowledge of carpentry.
- Effective time management and organizational skills.
- Ability to multi-task, pay attention to detail, lift 25 pounds, and exhibit excellent customer service.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and one year 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.