General Description
Serves as the single point of contact for all building operations, such as the indirect and direct supervision of personnel.

Examples of Duties
- Supervises directly highly trained maintenance personnel.
- Provides indirect supervision to custodial personnel.
- Performs daily maintenance and repair in the buildings.
- Operates and maintains all building equipment, such as chillers, air handlers, pumps, boilers, air compressors, snorkel systems, electrical equipment, etc.
- Coordinates projects and keeps the involved individuals informed.
- Coordinates repairs, painting and cleaning schedules.
- Plans, schedules, and performs preventive maintenance on equipment.
- Responds to fire and safety alarms and resets trouble calls.
- Complies with safety policies and procedures.
- Assists in inspection and compliance activities involving the Fire Marshall, Occupational Safety and Health Administration (OSHA) inspections, Health Department regulations, and Safety and Risk Management.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Extensive knowledge and experience of building operation systems and facilities maintenance.
- Strong customer service skills.
- Effective verbal and written communication skills.
- Effective time management and organizational skills.
- Ability to work evenings, weekends and holidays.
- Ability to operate all building equipment and perform planned and reactive maintenance.
- Ability to multi-task and pay attention to detail.
- Ability to inspect and maintain high rise urban building.
- Ability to demonstrate problem solving skills.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience. Knowledge of Siemens digital control systems and large HVAC equipment required.

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.