Georgia State University

Job Title: Maintenance Project Assistant

BCAT Code: 09TX62             Effective Date: April 1, 2007
Pay Grade: G11     FLSA Status: Non-Exempt        Revision Date: July 1, 2013

General Description
Assists the Zone Chief in scheduling and tracking the progress of work orders.

Examples of Duties
- Manages the Georgia State University (GSU) utilities database and reconciles records.
- Monitors and audits GSU gas, water, and electrical invoices and approves expenditures.
- Audits the invoices for Zone purchases.
- Reconciles work order numbers and descriptions for daytime and shift employees.
- Maintains the equipment inventory for the refrigerant database, the tracks compliance plan, and the annual verification.
- Reviews work orders for discrepancies and duplicates.
- Supervises student assistants with time card entries.
- Maintains records of time logs.
- Gathers Environmental Protection Agency (EPA) data records for Safety and Risk Management.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of Facilities Management and Preventative Maintenance software.
- Knowledge of GSU policies and procedures.
- Knowledge of basic accounting.
- Ability to work independently.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor's degree in a related field; or a combination of education and related experience in building management.

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.