Manager, Renovations

BCAT Code: 09NX13
Pay Grade: G19  FLSA Status: Exempt

General Description
Serves in a leadership role in the training and supervision of a group of skilled craft workers and contract employees conducting renovations projects across campus.

Examples of Duties
- Develops and manages the Renovations budget using primarily in-house labor.
- Supervises the activities of approximately thirty employees, such as skilled craft workers, construction inspectors and assigned administrative staff.
- Develops procedures, interprets policies, and schedules the training for craft workers and supervisors.
- Prepares objectives for the Renovations area and ensures that these objectives are accomplished.
- Conducts staff meetings at regular intervals and maintains communication with employees, peers, and other University staff as needed.
- Studies project plans, drawings, specifications, and confers with designers and supervisors to adjust discrepancies.
- Inspects completed work for craftsmanship and conformance with design standards.
- Manages personnel related actions of Renovations, such as manpower forecasting, interviewing, handling disciplinary actions, and recommending personnel for promotion, salary change, hiring and termination.
- Determines the needed personnel, equipment, and materials, and ensures that manpower and materials are obtained to meet the set schedules.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of applicable federal, state, local laws, rules, and regulations governing funds.
- Knowledge of the tools, techniques and terminology used in the operation of electrical, carpentry, and painting trades.
- Knowledge of accident and safety issues associated with construction.
- Knowledge of word processing, spreadsheets, and database programs.
- Ability to make sound decisions and use good judgment; ability to communicate effectively verbally and in writing; ability to supervise and direct the work of others.

Minimum GSU Hiring Standards
Bachelor's degree in a related field and two years of supervisory/managerial experience; or a combination of training and related experience. Must be able to read blueprint specifications and have supervision and job estimation 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.