General Description
Serves in a leadership role in supervising a group of Facilities and contract employees conducting renovations projects across campus.

Examples of Duties
- Coordinates renovations projects and manages personnel projects in the absence of the Director.
- Manages project planning, materials and equipment.
- Assigns work duties and assesses projected time and needs.
- Reviews project plans, drawings and specifications; deliberates with estimators, project superintendents to adjust discrepancies.
- Inspects completed work for craftsmanship and conformance with design standards.
- Manages the personnel of Renovations.
- Prepares formal performance evaluations for employees.
- Assists the Director with developing objectives for the Renovations division.
- Conducts staff meetings, and maintains communication with employees, peers, and other University staff.
- Participates in project scheduling, planning, and establishing the critical path to meet deadlines.
- Meets with customers, contractors, and/or architects.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the tools, techniques, and terminology used in the operation of electrical, carpentry and painting trades.
- Knowledge of estimation techniques and associated material costs.
- Knowledge of applicable project management policies, procedures, and laws.
- Excellent written and oral communication skills.
- Excellent interpersonal and organizational skills.
- Ability to read specifications and blueprints.
- Ability to provide direct independent supervision.
- Ability to pay attention to detail and multi-task.

Minimum GSU Hiring Standards
Bachelor’s degree in a related field and five 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.