Job Title: Scheduler

BCAT Code: 09TX73                                               Effective Date: April 1, 2007
Pay Grade: G08  FLSA Status: Non-Exempt                          Revision Date: July 1, 2013

General Description
Schedules repairs and maintenance of University equipment.

Examples of Duties
- Receives service calls; inputs work orders into the computer system.
- Prepares and submits daily reports on work orders and manpower utilization.
- Serves as liaison to other department representatives regarding the schedule.
- Receives requests for service, and directs the personnel via radio to service call locations.
- Assigns the work order activity to employees upon the Supervisor approval.
- Confers with the Supervisor to determine the status of assigned projects.
- Monitors and controls daily work order activities throughout the University complex.
- Assists in managing work load assignments for personnel.
- Expedites operations that delay schedules, and alters schedules to meet unforeseen conditions.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of scheduling and control principles.
- Knowledge of building repair practices, methods, and materials.
- Knowledge of basic computer operations and software.
- Effective time management skills.
- Effective organizational skills.
- Ability to communicate effectively in writing and orally.

Minimum GSU Hiring Standards
High school diploma or GED and one year of administrative office experience. Experience working in the construction or building repair trade preferred.