Job Title: Superintendent, Building Services

BCAT Code: 09NX15  Effective Date: April 1, 2007
Pay Grade: G14  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Coordinates building services and functions across campus.

Examples of Duties
- Coordinates and monitors the activities of Campus Services, set-ups, and Grounds.
- Provides general office support and management support, such as budget management.
- Coordinates training functions within Building Services as prescribed by the unit trainer.
- Assists with special projects as assigned by the Assistant Director of Building Services.
- Coordinates emergency and inclement weather plans for Building Services.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of computer operations, such as word processing, spreadsheets, and databases.
- Ability to lift up to 50lbs.
- Ability to communicate effectively both verbally and in writing.
- Ability to supervise the work of others.
- Ability to manage multiple projects.

Minimum GSU Hiring Standards
Bachelor’s degree; or high school diploma with four years of experience managing work groups of twelve or more; 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.