Georgia State University

Job Specification

Job Title: Zone Chief

BCAT Code: 09NX18
Pay Grade: G17  FLSA Status: Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Provides technical and managerial services in accordance with the Physical Plant maintenance program of a specified zone. Identifies the maintenance needs and solves maintenance problems.

Examples of Duties
- Identifies the maintenance needs in the assigned zone through personal knowledge of the building systems and through interaction with University department personnel.
- Monitors all building systems for safety, mechanical, electrical, and structural problems.
- Supervises the staff or contractors engaged in building maintenance activities.
- Ensures the maintenance and safety of workspaces and mechanical rooms in the zone.
- Assists University customers in coordinating the disposal of surplus equipment and materials through the Property Control Department of the University.
- Oversees all building construction equipment installations in the assigned zone.
- Represents the Physical Plant department in meetings and matters concerning the buildings in the assigned zone.
- Prepares purchase requests.
- Maintains supplies, tools, and materials at an operational level.
- Assists Safety Services in inspection and compliance activities.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of applicable policies, procedures, and laws.
- Knowledge of Georgia building codes.
- Knowledge of construction techniques.
- Knowledge of tools, techniques, and terminology used in the operation of a building maintenance shop.
- Knowledge of relevant computer application.
- Ability to read blue prints.
- Ability to plan efficiently and communicate effectively.

Minimum GSU Hiring Standards
High school diploma or GED and ten years experience in the operation, inspection, and maintenance of urban building systems and three years of supervisory experience of building and/or trades personnel; 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.

Office of Human Resources  Classification Section