Georgia State University

Job Specification

Job Title: Assistant Manager, Renovations

BCAT Code: 09ND01  Pay Grade: G17  Effective Date: April 1, 2007  Revision Date: July 1, 2013
FLSA Status: Exempt

General Description
Oversees the physical renovation services and activities for buildings and other Georgia State University (GSU) fixed assets. Supervises staff and manages renovation operations at GSU.

Examples of Duties
- Conducts and estimates and analyses renovation costs.
- Oversees the design and implementation of renovation plans.
- Interprets renovation and architectural drawings and plans.
- Manages the selection of renovation firms for GSU design services.
- Develops annual renovation submittal plans for GSU.
- Compiles data and prepares qualitative and quantitative reports.
- Manages the review of renovation design drawings, proposals, specifications, budgets, and the compliance with the schedule.
- Supervises staff and provides training on renovation activities.
- Serves as GSU representative on Board of Regents renovation projects.
- Performs other renovation related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of renovation and architectural policies and procedures.
- Knowledge of AutoCAD, word processing (MS Word), spreadsheets (MS Excel), and databases (MS Access), and Microsoft Project or Suretrack (Primevera).
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication skills with external and internal customers
- Ability to multi-task and coordinate several projects.
- Ability to design alterations to buildings and prepare accurate documents.

Minimum GSU Hiring Standards
Bachelor’s degree 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.