Georgia State University

Job Specification

Job Title: Coordinator, Preventive Maintenance

BCAT Code: 093X25  Effective Date: April 1, 2007
Pay Grade: G13   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Coordinates Preventive Maintenance schedules for all crafts, such as lights, paint, HVAC, electrical and plumbing for University departments, colleges, offices and divisions.

Examples of Duties
- Facilitates specifications and researches specific problems involving old and new equipment.
- Coordinates service contracts with all departmental superintendents/supervisors and advises management of work plans and the status of ongoing work activities.
- Produces and manages an equipment inspection checklist to ensure that the established level of compliance is maintained.
- Prepares, plans and completes written sequential job outlines with material requirements and estimates; coordinates and processes service requests as needed.
- Documents deficiencies and makes recommendations for necessary repairs or replacements.
- Performs other duties as assigned, such as serving in an acting capacity for lower level positions.
- Produces and disseminates reports, memos, letters, etc.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of HVAC systems and other crafts.
- Knowledge of building codes and standards.
- Effective time management and organizational skills.
- Ability to work effectively in a team.
- Ability to read and interpret blueprints and design documents.
- Ability to prioritize service requests.
- Ability to communicate effectively orally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or high school diploma or GED 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.

Office of Human Resources
Classification Section