Georgia State University

Job Specification

Job Title: Project Superintendent, Repairs & Renovations

BCAT Code: 09NX14
Pay Grade: G16
FLSA Status: Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Coordinates the repair and renovation projects in various trades.

Examples of Duties
- Supervises staff and sub-contractors.
- Schedules materials, equipment, and personnel.
- Estimates jobs for various trades.
- Enforces code and safety regulations.
- Coordinates the activities of various trades.
- Handles customer relations between various trades, sections, and clients.
- Completes all appropriate paperwork.
- Manages the data cable installation for telephone and computer.
- Identifies the requirements for installing, inspecting and testing data ports and cabling.
- Meets with customers, contractors, and/or architects.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of applicable policies, procedures, and laws.
- Knowledge of estimation techniques and associated material costs.
- Excellent time management and organizational skills.
- Ability to read blueprints and perform estimates.
- Ability to communicate effectively verbally and in writing.
- Ability to multi-task.
- Ability to supervise others.

Minimum GSU Hiring Standards
High school diploma or GED and four years of construction experience including one year of supervisory 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.