



Job Specification

Job Title: Facilities Coordinator, Housing
BCAT Code: 505X AG
Pay Grade: G13

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Assists the Associate Director of Housing with housing projects. Provides inventory and key control. Provides direction to maintenance and custodial staff in the absence of the Associate Director.

Examples of Duties

- Solicits and evaluates small project bids and schedules project with contractors.
- Ensures that all projects meet housing needs.
- Manages key distribution and maintains key code database.
- Cuts and changes keys when locksmith is unavailable.
- Manages the ADT alarm system.
- Replaces and re-issues lost or stolen entrance cards to residents and staff.
- Maintains inventory database.
- Works with vendors to insure that maintenance vendors are providing the contracted services.
- Provides supervision and direction to the housing facilities maintenance and custodial staff in the absence of the Associate Director.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to work independently.
- Ability to multi-task in a deadline driven environment.
- Effective time management and organizational skills.
- Proficiency with word processing, spreadsheet, and database software.

Minimum GSU Hiring Standards

Bachelor's degree in a related field and two years of related experience; or a combination of education and 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.