



CAREER OPPORTUNITY

GEORGIA BUILDING AUTHORITY

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OUR MISSION... To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information

Job Type: Full Time

Number of Vacancies: 2

Pay Grade: SWD 12

Salary: \$26,672.14 - \$30,438.00

Location: Atlanta, GA

Opens: July 17, 2012

Closes: August 28, 2012
 (Must be received by 5 p.m.)

Position Overview

Duties: Under general supervision performs a variety of semi-skilled and skilled building trades work in the repair, maintenance or construction of state buildings and related structures. Installs and maintains modular furniture systems, climate control, and other facilities systems. May serve as lead worker and/or supervise support staff.

Minimum Qualifications: Three years of experience in building repairs and maintenance or in the specific area of assignment **OR** Two years of experience at the lower level or position equivalent (FET031) Note: some positions may require area specific certifications/licenses

Technical Competencies
 Considerable knowledge of the methods of maintenance and repair; of skill and technical areas in such as welding, HVAC, carpentry, sheet metal fabrication, electricity, plumbing, etc; of the use of relevant trade tools, equipment and materials. General knowledge of building construction/repair with considerable skill in at least one trade relating to renovation/construction. Ability to read, interpret and apply construction plans, specifications and blueprints. Working skill in diagnosing maintenance and repair problems. Some skill in supervising less skilled mechanics. Ability to lift up to 50 lbs.

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 If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

Obtain the detailed job description or applicants who require accommodations for the application process should contact 404-463-5658 or e-mail hr-email@spo.ga.gov
GBA will attempt to meet reasonable accommodation request whenever possible.

INTERESTED? Here's What You Need:
 Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov
 To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:
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- or fax to 404-463-5669
- or e-mail to hr-email@spo.ga.gov

For hand delivery, bring to our street address at: 270 Washington Street; 2nd Floor, Atlanta, GA 30334



Website: www.gba.ga.gov

