GEORGIA BUILDING AUTHORITY

CAREER OPPORTUNITY

Groundskeeper 1

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: 3

Unit: Landscape

Pay Grade: SWD 08

Hiring Salary: $18,549.39 - $19,000.00

Location: Atlanta, GA

Opens: October 31, 2014

Closes: November 10, 2014

(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5664 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:

Groundskeeper 1

Website: www.gba.ga.gov

Position Overview

Duties: Under general supervision, maintains grounds in an attractive and orderly condition by trimming lawns, removing leaves and debris and performing other related tasks.

Minimum Qualifications (Agency Specific):

High school diploma or GED and knowledge of maintaining and operating grounds equipment. Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

Competencies (Agency Specific):

Demonstrated knowledge of a variety of insecticides and chemicals and proper usage; working ability to follow oral/written instructions; ability to avoid distractions while performing assigned duties. Ability to push, pull, lift and carry heavy items.

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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.

GBA is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

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