



# Groundskeeper, Lead

(Capitol Hill)

**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
<b>Job Type:</b> Full Time
<b>Number of Vacancies:</b> 1
<b>Unit:</b> Facilities / Landscape
<b>Pay Grade:</b> SWD 11
<b>Hiring Salary:</b> \$24,322.01 - \$30,000.00
<b>Location:</b> Atlanta, GA
<b>Opens:</b> May 18, 2015
<b>Closes:</b> May 28, 2015
(Must be received by 5 p.m.)

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

404-463-5668 or e-mail

[hr-email@spo.ga.gov](mailto: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](mailto: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, Lead – Capitol Hill](#)



Website: [www.gba.ga.gov](http://www.gba.ga.gov)

## Position Overview

**Duties:** Under general supervision, leads a landscape team in the maintenance and general repair of buildings and grounds. Provides an acceptable, safe, serviceable, clean and attractive facility and surrounding grounds. May supervise subordinate employees.

**Minimum Qualifications (Agency Specific):** High school diploma or GED and six (6) years of grounds maintenance experience with experience supervising or leading a crew and 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 prepare clear/accurate reports; ability to avoid distractions while performing assigned duties. Skill in operating grounds equipment duties. Ability to push, pull, lift and carry heavy items. Prolonged standing, stooping and walking.

.....  
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.**