



# HVAC Technician (Maintenance)

**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> 2
<b>Unit:</b> Facilities/Maintenance Team East Facilities/Maintenance Team West
<b>Pay Grade:</b> SWD 11
<b>Hiring Salary Range:</b> \$24,322.01 - \$37,000.00
<b>Location:</b> Atlanta, GA
<b>Opens:</b> December 17, 2013
<b>Closes:</b> January 3, 2014 (Must be received by 5 p.m.)

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

404-463-5658 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:

**HVAC Technician**



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

## Position Overview

**Duties:** Under general supervision, performs journeyman level heating, ventilation and air conditioning (HVAC) repairs and installations. Maintains compliance with applicable codes and regulations. Performs work in other maintenance specialties, such as carpentry, plumbing, heating and/or ventilation systems.

**Minimum Qualifications (Agency Specific):** Technical or vocational degree and two (2) years of HVAC experience and Must have *CFC certification* to applicable building equipment; **or** high school diploma or GED and four years HVAC experience; or a combination of training and experience. Maintains at least apprentice level proficiency in one or more other maintenance specialties and must have *CFC certification* to applicable building equipment and a valid Georgia Driver's License and meet the agency's requirement's to be an authorized driver.

**Competencies:** Considerable knowledge of procedures, tools and equipment used in the HVAC trade; effective oral and written communication skills; ability to read plans, blueprints and sketches; ability to accurately determine work to be performed and resources required.

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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.