GEORGIA BUILDING AUTHORITY

CAREER OPPORTUNITY

Parking Shift Assistant Supervisor
(Afternoon Shift)

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: 1

Unit: Parking & Access Control

Pay Grade: SWD 07

Hiring Salary Range: $20,000.00 - $22,800.00

Location: Atlanta, GA

Opens: March 31, 2015

Closes: April 13, 2015

(Must be received by 5 p.m.)

To 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

GBA will attempt to meet reasonable accommodation requests 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:

Parking Shift Assistant Supervisor (Afternoon Shift)

Website: www.gba.ga.gov

Position Overview

Duties: Under immediate supervision plans, assigns, supervises and reviews the work of parking attendants through subordinate supervision; trains staff in work procedures; oversees all parking activities and services in state parking facilities.

Minimum Qualifications: High school diploma or GED and one (1) year of supervisory experience with experience handling cash exchanges. Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver. NOTE: May be required to work nights and weekends. (Prolonged walking, standing and sitting are required.)

Technical Competencies: Understand and carry out oral and written instructions; ability to communicate with individuals from diverse backgrounds; some skills in identifying obvious building repair requirements and safety hazards; ability to lift, push, pull and carry heavy items. Ability to prepare clear and accurate reports.

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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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