

Project Manager

(Capital)

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: Facilities/Operations – Project Manager
Pay Grade: SWD 17
Hiring Salary: \$55,000.00 - \$60,600.00
Location: Atlanta, GA
Opens: December 23, 2014
Closes: January 7, 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

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:

[Project Manager](#)



Website: www.gba.ga.gov

Position Overview
<p>Duties: Under general supervision, manage projects for state owned facilities.</p> <p>Minimum Qualifications (Agency Specific): Bachelor's degree in a related field (i.e. Project Management, Real Estate) and 4 years of related experience OR BOMI, PMI Certification or equivalent and 4 years of related experience. Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.</p> <p>Competencies (Agency Specific): Ability to work directly and effectively with internal and external customers. Knowledge of overall department functions. Ability to conceptualize, plan, and make decisions by thinking creatively and strategically based on current and emerging trends, policies, and procedures. Knowledge of organization standards, practices, policies and procedures relating to facilities operations and maintenance. Knowledge of organization structure, cross-functional roles, team building, and leadership. Ability to negotiate contracts, manage consultants, define scope of work, generate plans, schedule work and staff, etc. Knowledge of department personnel policies and procedures. Knowledge of maintenance, construction and renovation activities. Ability to prioritize work requests. Ability to diagnose problems and propose solutions or alternatives. Ability to monitor the work of vendors and contractors. Ability to develop progress schedule and milestone to ensure activities are completed within established guidelines. Knowledge of building codes. Organizational skills.</p> <p>Technical Competencies: Knowledge of federal and state law and local ordinances. Knowledge of HVAC equipment. Knowledge of plans and specifications. Ability to conduct technical analyses, studies, and inspections. Ability to interpret blueprints and drawings. Ability to develop specifications. Ability to communicate both orally and in writing. Ability to communicate with target audience.</p> <p style="text-align: center;">.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p style="text-align: center;">This position is subject to close at any time once a satisfactory applicant pool has been identified.</p>