



# Sr. Property Manager

## 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 Maintenance Admin
<b>Hiring Salary Range:</b> \$70,000.00- \$84,000.00
<i>Starting salary commensurate with experience</i>
<b>Location:</b> Atlanta, GA
<b>Opens:</b> March 8, 2017
<b>Closes:</b> March 21, 2017
(Must be received by 5 p.m.)

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

404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto: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](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:

**[Sr. Property Manager](#)**



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

Position Overview
<b>Duties:</b> Under limited supervision, manages maintenance operations unit(s) to include but not limited to; housekeeping, space management, project management renovations/construction, and facility services contracts. Develops internal procedures, applying sound principles and methods used throughout the building and maintenance trades. Performs tasks related to the design, repair, upkeep and renovations of GBA owned facilities. Maintains 24-hour emergency on-call availability.
<b>Minimum Qualifications (Agency Specific):</b> Bachelor's degree with Four years of experience in facilities maintenance, construction and/or operations OR Eight years of experience in facilities maintenance, construction and/or operations. Must have at least Five years of experience in a supervisory capacity. Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.
<b>Preferred Qualifications (Agency Specific):</b> Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess professional designation from BOMA, IREM, or IFMA.
<b>Competencies:</b> Advance knowledge of principles and practices of property management including facilities operations, maintenance and repair. Ability to communicate effectively both orally and in writing. Skills in areas of budgeting and financial administration. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public. Computer skills to include: MS Word, MS Excel, MS PowerPoint. Able to work in a fast-paced, changing environment.
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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.
<b>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.</b>



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