GEORGIA BUILDING AUTHORITY

CAREER OPPORTUNITY

Custodial Supervisor

(Facilities)

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: Housekeeping

Pay Grade: SWD 10

Hiring Salary Range: $22,077.93 - $28,000.00

Location: Atlanta, GA

Opens: March 10, 2015

Closes: March 16, 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:

Custodial Supervisor

Website: www.gba.ga.gov

Position Overview

Duties:

Under general supervision manages housekeeping staff for an assigned area or shift at a medium to large facility to ensure a clean and sanitary facility. Maintains 24 hour emergency on call availability.

Minimum Qualifications (Agency Specific):

High School diploma or GED. Two (2) years of experience as a lead cleaner OR One (1) year of supervisory experience in a custodial setting and basic computer skills utilizing Microsoft Office products. Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

Competencies: General knowledge of various cleaning techniques. General skill in oral/written communication. General ability to follow oral/written instructions and to learn required cleaning techniques. Ability to lift, push, pull and carry heavy items. Prolonged standing, stooping and walking is required.

. . . . . .

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.

GEORGIA BUILDING AUTHORITY