

Groundskeeper, Lead

(Governor's Mansion)

**** This position is being re-advertised, those who have applied and/or interviewed your resume is still in consideration, no need to re-apply. ****

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: Landscape
Pay Grade: SWD 11
Hiring Salary: \$24,322.01 - \$30,000.00
Location: Governor's Mansion (West Paces Ferry Road, Atlanta, GA)
Opens: August 19, 2014
Closes: September 2, 2014 (Must be received by 5 p.m.)

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

404-463-5664 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:

[Groundskeeper, Lead – Governor's Mansion](#)



Website: www.gba.ga.gov

Position Overview

Duties: Under general supervision, leads a landscape team in the maintenance and general repair of buildings and grounds. Provides an acceptable, safe, serviceable, clean and attractive facility and surrounding grounds. May supervise subordinate employees.

Minimum Qualifications (Agency Specific): High school diploma or GED and six (6) years of grounds maintenance experience with experience supervising or leading a crew and must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

Preferred Qualifications in addition to meeting minimum qualifications must possess one or more of the following (Agency Specific):

- Two (2) years of architectural design/landscape architecture experience.
- One (1) year of experience providing commercial/professional grounds keeping/landscape services.

Competencies (Agency Specific): Excellent oral and written communication skills. Demonstrated knowledge of a variety of insecticides and chemicals and proper usage; working ability to follow oral/written instructions; ability to prepare clear/accurate reports; ability to avoid distractions while performing assigned duties. Knowledge of site planning, land use planning, landscape construction plan and specification preparation. Skill in operating grounds equipment duties. Ability to push, pull, lift and carry heavy items. Prolonged standing, stooping and walking.

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.