

Parking Supervisor

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
Hiring Salary Range: \$29,973.63 - \$32,970.99
Location: Atlanta, GA
Opens: September 29, 2016

Closes: October 7, 2016
(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

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 Supervisor](#)



Website: www.gba.ga.gov

Position Overview

Duties: Manage day-to-day operations of all Georgia Building Authority parking facilities ensuring that operations promote a clean, comfortable, and safe parking environment on Capitol Hill. Must be available to work on-call 24 hours a day 7, days a week, as needed. Must be available to work onsite, as needed.

Minimum Qualifications (Agency Specific): Bachelor's degree from an accredited college or university AND three (3) years of lead/supervisory experience in parking or a related field OR High school diploma or GED and five (5) years of lead/supervisory experience in parking or a related field. 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.

Preferred Qualifications (Agency Specific): Preference will be given to applicants who in addition to meeting the minimum qualifications possess the following:

- Experience with the State of Georgia parking facilities/systems

Competencies (Agency Specific): Knowledge of parking facilities and equipment. Knowledge of parking systems, parking enforcement, permit controls, security systems and security access. Ability to supervise and plan the work of others. Must possess the ability to lift, push, pull and carry heavy items. The ability to walk indoor and outdoor facilities and multi-level structures is required. Experience working with the Microsoft Office applications.

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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.