



Job Announcement

Facilities Technician

Job Responsibilities Include:

- Assist Facilities Department with inspections, repairs, troubleshooting and daily maintenance of GPB's buildings infrastructure, and facilities equipment and space planning, renovation, and other operational needs.
- Assist in the overall setup for production and event needs for GPB's internal and external customers.
- Performs minor maintenance and provides general services assistance in building upkeep, fixture assembly, and small office equipment repair.
- Helps coordinate needs for onsite contractors, service providers, housekeeping, landscaping and space management activities as needed.
- Performs messenger/courier tasks, including the collection, delivery and sorting of mail, documents, supplies, packages, equipment, and parts from various offices and places of business within the metro area; delivers emergency correspondence and special materials and equipment as needed.
- Operates a motor vehicle; follows all precautions necessary in operating equipment in a safe and efficient manner; assists with routine vehicle maintenance by checking fluids, lights, brakes, tire and other equipment wear; maintains cleanliness of vehicles.
- Serve as a back-up for support during on-call building maintenance requests; minimum one weekend a month.
- Performs flexible administrative and clerical tasks as needed; substitutes for co-workers in temporary absence of same.
- Performs other related duties as required.

Candidate Qualifications:

- High school diploma or GED required.
- 1-2 years of experience in transportation and delivery services and in the operation of large vans or delivery vehicles, or any equivalent combination of education, training, and experience this provides the requisite knowledge, skills and abilities for this job.
- Must possess a **valid** Georgia driver's license.
- Proficiency in Microsoft Office.

We Offer: Paid holidays, vacation and sick leave, retirement plans; Pre-tax benefits for health, dental, vision, life, specified illness and accidental insurance; Health and child care spending accounts; Disability insurance; and opportunities for training and professional development.

To Apply: Upload resume, references, and applicant form on the GPB Job Center located at www.gpb.org/jobs. ONLY Applications submitted through the GPB Job Center WILL BE ACCEPTED.

Deadline to Apply: Open Until Filled.

Georgia Public Broadcasting is an Equal Opportunity Employer.

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