



Job Announcement

Facilities Technician

Job Responsibilities Include:

- Assist Facilities Department with inspections, repairs, troubleshooting and daily maintenance of GPB's buildings infrastructure, facilities equipment, space planning, renovation, and other operational needs.
- Assist in the overall setup for production and event needs for GPB's internal and external customers, this includes working after hours and weekends.
- 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.
- Serves 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 with the proficiency to communicate professionally with all customers. 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 that provides the requisite knowledge, skills and abilities for this job.
- Must possess a **valid** Georgia driver's license.
- Proficiency in Microsoft Office.

We Offer: Flexibility with telecommute and office schedule, paid holidays, paid vacation and sick leave, retirement plans, health, dental, and vision benefits, life and accidental insurance, health and childcare 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

DATE POSTED: June 28, 2022

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