



Job Listings @ Area Businesses

For OFTC Students & Alumni

These job openings are posted by OFTC’s Career Services on behalf of local businesses in our communities. OFTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

Job Title: Facilities Technician

Company:	GPB Media	
Contact:	Andrea Macklin	
Job Location:	Atlanta, GA	
Posting Date:	02/21/2024	
Closing Date:	Open until Filled	
Phone/Email:	amacklin@gpb.org	
Service/Product		
Hours/Week:		Shift: Full-time
Salary:		Benefits: Included
Travel Necessary:		Relocation:

To Apply:

Applicants can upload resume, references, and applicant form on the GPB Job center located at www.gpb.org/jobs. For assistance or more information, please contact Saketta Brown, OFTC Career Services, sdbrown@oftc.edu.

Skills Needed and Description of Job:

- 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; on average two weekends 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.

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.
- Ability to lift 30lbs.
- Must possess a valid Georgia driver's license.
- Proficiency in Microsoft Office and video conference such as Teams, Webex, etc.