

DeKalb County Board of Health

Building Operations Coordinator

Position # 10014

(Salary is offered based on Education, Experience and/or Budget)

POSTED: May 10, 2019

DEADLINE TO APPLY: May 24, 2019

LOCATION: E.L. Richardson Health Center – Administration/Internal Services

ORGANIZATION SUMMARY: DeKalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

WHAT WE OFFER: A generous benefits package, which includes employee retirement plan; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account.

DUTIES: Under general supervision, assists in coordinating the engineering, maintenance, renovation, and construction of DeKalb County Board of Health facilities. Functions as lead worker and manages the daily building operations to include but not limited to security, maintenance and work orders that may include lifting up to 50 pounds. Performs periodic and routine walk through inspections of assigned facilities. Identifies and performs building maintenance requirements including but not limited to completing minor electrical, plumbing, and carpentry repairs, installing and replacing lightbulbs, and preparing for painting. May be required to assemble/disassemble and move furniture and equipment up to 50 pounds. Safely operates hand and power tools. Supports and assists warehouse operations. Oversees janitorial and security vendors. Maintains security control panels, video monitors, and security cameras. Conducts facility and safety drills. Plans and oversees short and long-term facilities projects, Acts as liaison for building services. Other duties as assigned. Note: This position may require flexible or non-standard work hours beyond a forty hour work week.

MINIMUM QUALIFICATIONS: Bachelor's degree in a related field from an accredited college or university **OR** Three years of related experience.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants with three years facilities related experience and familiarity with building systems. Familiarity with building trades, construction methods and materials, HVAC systems, mechanical, electrical and plumbing (MEP) systems, building/architectural software repairs and maintenance also desired. Experience working with outside vendors under contract for major services delivery and the ability to interact diplomatically with staff, vendors, etc.. Good interpersonal and problem-solving skills are essential.

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified

Fingerprint Criminal Records Investigation Is Required



ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:
www.dph.georgia.gov
(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER
If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:
Michelle.Raines@dph.ga.gov