



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	<b>GENERAL TRADES TECH 1 (FET030)</b> [WORKING TITLE: <i>BUILDING/CONSTRUCTION TRADES SPECIALIST</i> ]
<b>POSITION NUMBER:</b>	00052074
<b>LOCATION:</b>	ATLANTA FARMERS MARKET
<b>POSTING DATE:</b>	NOVEMBER 23, 2016
<b>APPLICATION DEADLINE:</b>	OPEN UNTIL FILLED
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	E
<b>ENTRY SALARY:</b>	SALARY COMMENSURATE WITH EXPERIENCE

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

**DESCRIPTION OF DUTIES:** Our Markets Section administers nine State Farmers Markets which form the network for sales of fruits and vegetables throughout Georgia and the Southeast. These facilities maintain a viable market for Georgia farmers and farm products in the communities where they are located. This position is located at our Atlanta State Farmers Market. This Market features a garden center, wholesale and retail activities, and is a major marketing hub and distribution point for fresh produce in the Southeast and throughout the country. The Atlanta Market is open 24 hours a day, 7 days a week.

This position performs a variety of semi-skilled and skilled building trades work in the repair, maintenance or construction of state buildings and related structures. Duties may include:

- Repairs and maintenance on lighting, electrical services, air conditioning units, plumbing fixtures, dock boards and roll up doors;
- Inspects equipment and machinery for signs of malfunction in accordance with established procedures and takes appropriate steps to correct problems;
- Performs routine maintenance to ensure that machines and equipment operate smoothly and efficiently;
- Operates a variety of trade-related tools and equipment;
- Maintains/assists an accurate inventory of all materials and equipment;
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:** Completion of high school diploma or GED and one year of experience in building repairs and maintenance or in the specific area of assignment.

**PREFERRED QUALIFICATIONS:**

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess knowledge, skills and abilities in the following areas:

- Certified Electrician from an official professional organization;
- Familiarity with electrical installation, repairs and maintenance of all electrical systems and equipment, including both high and low voltages;
- Two or more years of experience working as an electrician;
- Two years of experience reading and interpreting blueprints; and
- Two years of experience operating auxiliary equipment (i.e. forklifts, boom lifts, scissor lifts, etc.).

**NOTE: THE GEORGIA DEPARTMENT OF AGRICULTURE CONDUCTS BACKGROUND CHECKS ON ALL FINAL CANDIDATES. HIRING OF APPLICANTS IS CONTINGENT UPON SATISFACTORY RESULTS OF EMPLOYMENT VERIFICATION, BACKGROUND AND CRIMINAL RECORDS INVESTIGATIONS AND MOTOR VEHICLE REPORTS.**

**HOW TO APPLY: WE ACCEPT STATE APPLICATIONS BY ANY TRANSMISSION LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION.**

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Via Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to [GDAPersonnel@agr.georgia.gov](mailto:GDAPersonnel@agr.georgia.gov).

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit [http://team.georgia.gov/wp-content/uploads/2014/11/State\\_Application-Standard-3.3.15.pdf](http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf) or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

**The GDA is an Equal Opportunity Employer.**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided. Selected applicants will be contacted for next steps in the interview process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

**IF YOU NEED AN ACCOMMODATION, PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**