



Positions Available as of 2/12/2026

(PART TIME OR FULL TIME) EQUIPMENT AND FACILITIES MANAGER

Summary: The Equipment and Facilities Manager is responsible for and supervises the maintenance, care, and efficient operation of all equipment and facilities owned and operated by First State Bank.

Essential Duties and Responsibilities include:

- Inspects and performs maintenance on all equipment and facilities.
- Ensures facilities and equipment are ready for regular business and special events.
- Maintains files of warranties, records, licenses, inspections, service agreements, and contracts for various pieces of equipment.
- Maintains the inventory, storage, and distribution of equipment.
- Provides recommendations for purchases of new equipment and services.
- coordinates and supervises, vendors and contractors as needed for facility repairs and upkeep.
- Collaborates with Retail Office Managers, and department managers for each facility needs and required maintenance.
- Performs other related duties as assigned.

Physical Requirements:

- Must be able to lift up to 50 pounds at times.
- Must be able to climb and use ladders up to 16ft tall.
- Comfortable standing or walking for long periods of time.
- Must have a current state driver's license.
- Must be able to access and navigate all areas of the facilities.

Education and Experience:

- Advanced mechanical skills and basic knowledge of plumbing, HVAC and other building systems.
- Proficient in using tools and repair techniques.
- Excellent communication and interpersonal skills, including the ability to speak with all levels of employees, vendors, and contractors.
- Keen attention to detail and efficient problem-solving skills.
- Must have a high school diploma or GED



Positions Available as of 2/12/2026

FULL TIME LOAN PORTFOLIO MANAGER- DOWNTOWN ATHENS

Summary: Support lenders in managing existing loan portfolios and evaluating loan applications for renewals, modifications, and extensions and assist with loan closings. This position will help to maintain and build loans and deposits, fee income, and referrals of business.

Essential Duties and Responsibilities include:

- Employee is responsible to understand and comply with regulatory requirements for financial transactions, most specifically the Bank Secrecy Act (BSA) and Customer Identification Program (CIP) as it relates to specific job functions.
- Greets customers and provides superior customer service.
- Exhibits superior customer service as a First State Bank team member. Demonstrates high quality relationship building techniques to ensure the customer receives the best possible solution to his banking and financial needs. Helps promote a loyal relationship between the customer and First State Bank.
- Ensure the portfolio administration and risk management of each client relationship is in compliance with established First State Bank credit policy, procedure and business strategy as well as commercial and regulatory guidelines.