



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 24-91</b>		
<b>Business Title:</b> HVAC Mechanic	<b>State Classification:</b> HVAC Mechanic III-IV	
<b>Salary Group:</b> A20-A22	<b>Salary:</b> \$5,000.00-\$5,850.00 (Month) \$60,000.00-\$70,200.00 (Year)	<b>Hours/Week:</b> 7:00am-4:00pm, M-F*
<b>Location:</b> Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
<b>Posting Date:</b> 04/19/2024	<b>FLSA Status:</b> Nonexempt	<b>Hours:</b> 40
<b>Closing Date:</b> Open until filled	<b>Shift Differential:</b> n/a	<b>Openings:</b> 1
<b>Division:</b> Chief Operations		<b>Program:</b> FMO – Facility Maintenance

**Note:** To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).

\*Must be able to work flexible hours during a legislative session and as needed.

## **JOB SUMMARY:**

**The Position:** Performs highly advanced (senior level) heating, ventilation, and air conditioning (HVAC) equipment work. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

**Benefits of Working for the State of Texas:** As a State of Texas employee, you will enjoy a generous number of paid holidays, vacation, and sick days. Your new defined benefit retirement account can't lose value due to market fluctuations, unlike retirement plans offered by many other employers. Health insurance premiums for eligible full-time employees are paid at 100% for you and 50% for dependents and there are no deductibles for in-network, in-area services in HealthSelect of Texas. Full-time state agency employees with student loans may be eligible for federal Public Service Loan Forgiveness. For more information, visit [ers.texas.gov/PDFs/recruitment-brochures/2024-state-agency-recruitment](http://ers.texas.gov/PDFs/recruitment-brochures/2024-state-agency-recruitment) and [ers.texas.gov/benefits-at-a-glance](http://ers.texas.gov/benefits-at-a-glance)

**About TFC:** The Texas Facilities Commission (TFC) builds, supports, maintains, and manages over 8 million square feet of state-owned facilities that house over twenty thousand state employees in dozens of state agencies, all working in the service of the citizens of Texas. The Facilities Management and Operations (FMO) Division oversees a varied property portfolio of office space, storage, warehouses, schools, medical labs, parking lots and garages, and grounds throughout Texas. Our team of over 250 employees provides and contracts for property management, maintenance, landscaping, custodial services, waste management, building climate and energy automation, and the fire and security services required to keep State agencies working for our constituents. Our goal is to serve with excellence by providing high-quality work environments that are functional, energy-efficient, and cost-effective to operate.

## **ESSENTIAL FUNCTIONS:**

- Oversee and participate in the repair and maintenance of various HVAC components including compressors, motors, pumps, blowers, and refrigeration equipment.
- Perform preventative maintenance and repair of industrial and commercial HVAC equipment including split systems, packaged rooftop units, cooling towers and pumps, as needed.
- Performs HVAC inspections at assigned sites on a regular basis for contract compliance, workmanship, and safety.
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- Prepares required reports and forms involved in HVAC inspections.
- Follow-up on any required warranty work and maintain contact with requester to ensure customer satisfaction.
- Interpret and work according to schematics, blueprints, and technical manuals.



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- Coordinate activities with project managers, other crafts, inspectors, and stakeholders.
- Train other HVAC Technicians and staff in preventative maintenance, repair and care of HVAC systems.
- Create detailed work estimates, considering both labor and materials, and compile materials lists.
- Respond to emergency repair requirements which may include working during weekends, after hours, or in adverse weather conditions.
- Contribute to HVAC deferred maintenance planning and suggest upgrades and repairs.
- Keep accurate records of all work orders, projects, and departmental tasks.
- Enforce safety regulations and adherence to proper codes and standards.
- Recommend or initiate action involving promotions, transfers, disciplinary action, and motivation of employees.
- Operates a State of Texas motor vehicle to perform all essential functions.
- Performs related work as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE FOR HVAC III:**

- High school diploma or GED.
- Vocational or technical training certification in air conditioning systems or a related mechanical field.
- Five (5) years of recent work experience performing air conditioning and refrigeration repairs diagnostics and troubleshooting.
- Must have three (3) years' experience in satisfactory customer service in handling service calls.
- Education and experience may be substituted for one another on a year-for-year basis.

#### **EDUCATION AND EXPERIENCE FOR HVAC IV:**

- High School Diploma or GED.
- Eight (8) or more years of hands-on experience in HVAC with a minimum of three (3) years in a leadership role.
- Must have three (3) years' experience in satisfactory customer service in handling service calls.
- Completion of a recognized apprenticeship, accredited trade school, or equivalent training in HVAC Controls or Building Automation.
- Education and experience may be substituted for one another on a year-for-year basis.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Proficient in reading, interpreting, and working on blueprints, diagrams, and sketches.
- Strong knowledge of HVAC unitary skills, chiller skills, airside skills, and pump and piping systems.
- Competence in soldering, brazing, and welding tasks.
- Expertise in job planning, basic estimating, and performing calculations related to HVACR controls and building automation.
- Knowledge of Electrical, HVAC, Plumbing systems maintenance procedures and techniques.
- Skill in the use of NEC (National Electrical Code), NFPA 70B (Recommended Practice for Electrical Equipment Maintenance), International Mechanical Code (IMC), Uniform Mechanical Code (UMC), ASHRAE Standard, Uniform Plumbing Code (UPC)
- Working knowledge of reviewing technical documents, such as, Standard Operating Procedures (SOPs).
- Exceptional communication skills, both verbal and written.
- Demonstrated commitment to promoting diversity, equity, and inclusion in a professional setting.

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433



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- Ability to multitask, work under pressure, and meet tight deadlines.

## **REGISTRATION, CERTIFICATION OR LICENSURE FOR HVAC MECHANIC III:**

- Valid State of Texas Class "C" driver license.
- Certified Technician or Registered Technician with the Texas Department of Licensing and Registration
- EPA CFC Certification for HVAC (Type II, Type III or Universal).
- R410A Certification preferred. Required to obtain R410A Certification 30 days from date of hire.

## **REGISTRATION, CERTIFICATION OR LICENSURE FOR HVAC MECHANIC IV:**

- Valid State of Texas Class "C" driver's license.
- Class A license in Environmental HVAC
- A/C & Refrigeration Contractor with the Texas Department of Licensing and Registration
- EPA Refrigerant Recovery Certification.
- CTCM certification required within a six-month to one year, timeline.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This position requires the ability to stoop, bend, lift, and stand for prolonged periods of time. Must be able to move 55 lbs. of product and materials. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders and lifts.

## **WORK SCHEDULE:**

- 7:00 am to 4:00 pm, Monday through Friday.
- This position is designated as a "Mandatory/Essential Employee" position.
- Must be able to work flexible hours during a legislative session and as needed.
- Must be on the on-call rotation.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 91C Utilities Equipment Repairer, EN Engineman, MK Machinery Technician, 1161 Refrigeration and Air Conditioning Technician, 3E1X1 Heating, Ventilation, Air Conditioning, Refrigeration and or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Incomplete applications will not be considered.**

## **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

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**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office. A complete list of acceptable documents is on file with the local Texas Workforce Commission office. We are unable to sponsor or take over sponsorship of an employment Visa.

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**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Number: 16548307**

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