



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 24-88		
Business Title: Grounds Care Manager		State Classification: Manager II
Salary Group: B23	Salary: \$6,000.00-\$6,750.00 (month) \$72,000.00- \$81,000.00 (year)	Hours/Week: 40
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 04/19/2024	FLSA Status: Non-exempt	Schedule: M-F 8 hours per day
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations		Program: FMO-Property Services

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

JOB SUMMARY

The Position: As the Grounds Care Manager, you will be responsible for administering our comprehensive grounds care program. This key role involves overseeing all aspects of commercial landscaping and grounds maintenance operations, ensuring the highest standards of excellence and efficiency. From supervising in-house staff to collaborating with external contractors, you will play a pivotal role in ensuring that our outdoor spaces are well-maintained and aesthetically pleasing. If you're a dynamic leader with a passion for creating beautiful outdoor spaces and managing a dedicated team, we encourage you to apply.

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 and 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

Leadership and Team Development: Supervise and lead a team of landscapers, groundskeepers, and irrigation personnel to ensure that all tasks and projects are executed efficiently and to the highest standards. Provide training, mentoring, and performance evaluations for staff members, fostering their growth and professional development.

Program Operations: Oversee routine maintenance activities such as mowing, trimming, weeding, and pruning to maintain the appearance and health of the landscape. Monitor and manage irrigation systems to ensure proper hydration of plants and turf while promoting water conservation. Collaborate with Warehouse

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staff to ensure all landscaping equipment is in good working order. Perform regular site inspections to ensure that landscaping and maintenance activities are meeting established quality standards.

Vendors, Suppliers, and Contract Management: Collaborate with external contractors, vendors, and suppliers to ensure the timely completion of projects and adherence to quality and safety standards. Manage any contracts necessary to ensure the completion of services that fall outside the scope of agency staff.

Planning and Project Management: Develop and maintain comprehensive landscaping and grounds maintenance plans that encompass planting, irrigation, fertilization, pest control, and overall aesthetics. Ensure that projects are aligned with budgetary constraints and client expectations.

Communication: Maintain regular communication with Property Managers, tenant representatives, and collaborating maintenance groups to provide project updates, address concerns, and discuss potential enhancements to outdoor spaces.

Budget Management: Develop and manage the budget for TFC's Grounds Program, as well as for individual landscaping projects, staff salaries, equipment purchases, and maintenance supplies. Lead, review, and approve all procurement activities within the program.

Initiative and Self-Management: Take initiative, work independently, and self-manage tasks and projects with minimal supervision, exhibiting a proactive approach to problem-solving and decision-making. Identify root causes of issues, develop practical solutions, and implement process improvements to prevent or resolve any issues and challenges that arise during landscaping projects or routine maintenance.

Sustainability Initiatives: Explore and implement sustainable landscaping practices such as native plant selection, water-efficient designs, and environmentally-friendly pest control methods.

REQUIRED QUALIFICATIONS (MINIMUM QUALIFICATIONS)

- Bachelor's degree in Landscape Architecture, Horticulture, or related field (or equivalent work experience).
- Proven experience in commercial landscaping and grounds management, with a minimum of 5 years in a leadership role.
- Strong knowledge of landscaping techniques, plant care, irrigation systems, and maintenance practices.
- Excellent leadership, communication, and interpersonal skills.
- Ability to manage multiple projects simultaneously and prioritize tasks effectively.
- Proficiency in budget management, cost control, and contract/contractor management.
- Understanding of safety regulations and practices related to landscaping and grounds maintenance.

REGISTRATION, CERTIFICATION OR LICENSURE:

- Valid state of Texas Driver's License.
- Must attain Certified Texas Contract Manager certification within six months of employment.
- Pest Control License (Turf and Ornamental) preferred.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This position functions partially in a standard office environment with most time spent in the field surveying work done throughout the portfolio, assessing conditions, building and executing project scopes, etc. Travel is required between different facility locations, primarily within Austin, for inspections or meetings. Must be able to navigate and inspect all areas of our portfolio; this may include walking, climbing, reaching, and bending. This position requires prolonged sitting, standing, and occasional lifting. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, chemicals, and heavy machinery consistent with grounds care activities. The position holder must be able to work effectively with people under varying conditions and must be able to work longer than eight hours in a workday as necessary.

*May require flexible hours and occasional overtime during peak periods.

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WORK SCHEDULE:

Somewhat flexible. Eight hours per day, Monday through Friday. This position directly supervises two shifts of staff and the hours worked should enable the manager to provide adequate oversight of all program activities. Must be able to work flexible hours during a legislative session and as needed.

The above statements are not a complete list of all responsibilities, duties, and skills held or performed by employees in this job. Employee may perform other related duties as assigned.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texas skillstowork.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 111X URL - Surface Warfare, SEI15 Enterprise Policy, Planning, Budget, and Management, 0203 Ground Intelligence Officer, 8U000 Unit Deployment Manager, 16GX Air Force Operations Staff Officer, 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_ProgramMangement.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 the application form completely for further consideration.

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. 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 Job Number: 16547654

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