



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 25-09</b>		
<b>Business Title: Maintenance Specialist</b>		<b>State Classification: Maintenance Specialist IV-V</b>
<b>Salary Group: A15-17</b>	<b>Salary: \$4,000.00-\$4,580.00 (Month) \$48,000.00-54,960.00 (Year)</b>	<b>Hours/Week: 7:00 am-3:30 pm, M-F*</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd., Austin, Texas 78701</b>		
<b>Posting Date: 10/10/2024</b>	<b>FLSA Status: Non-Exempt</b>	<b>Hours: 40</b>
<b>Closing Date: Open until filled</b>	<b>Shift Differential:</b>	<b>Openings: 1</b>
<b>Division: Facilities Management and Operations</b>		<b>Program: FMO-Facilities Operations</b>

**Interested applicants can apply for this position with TFC, by completing the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).**

**The Position:** As a Multicraft Painter/Carpenter, you will perform a wide range of specialized repairs, renovations, and installations to keep our facilities in top shape. From transforming walls with fresh paint and expert drywall finishing to creating custom shelving and repairing intricate woodwork, every day presents new opportunities to work on exciting projects. You'll have the chance to flex your skills using the latest tools and provide high-quality craftsmanship that makes a lasting impact. Take the lead in managing your work orders, delivering excellent customer service, and contributing to a team that values expertise and precision.

**What is the Texas Facilities Commission (TFC):**

The Texas Facilities Commission (TFC) builds, supports, maintains, and manages over 28 million square feet of state-owned and leased facilities that house over 62,000 state employees in over 100 state agencies, all working in the service of the citizens of Texas. TFC oversees a varied property portfolio of office space, storage, warehouses, parking garages, and grounds of buildings across 283 cities and towns in Texas. Our team provides and contracts for the design and construction, property management, landscaping and custodial services, recycling and waste management services, building climate and energy automation, and the fire and security services required to keep State agencies working for our constituents.

**Job Description:** TFC is looking for a Maintenance Specialist IV-V to perform advanced (senior-level) carpentry and general maintenance work for the Facilities Management and Operations Division.

**Top Benefits for working for the Texas Facilities Commission (TFC):**

- HealthSelect of Texas insurance-paid at 100% for full-time employees, 50% for dependents
- \$5,000.00 Basic Term Life and Accidental Death and Dismemberment
- Optional Term Life Insurance
- State of Texas Retirement Plan
- Texasaver 401(k) Plan
- One of two dental insurance plans
- State of Texas Vision insurance plan
- Short-term and/or long-term disability coverage
- TexFlex flexible spending account (FSA)-set asides pre-tax dollars-pays for out of pocket health care expenses
- Federal Student Loan Forgiveness Program
- Generous paid holidays, vacation, and sick days

**Qualifications for the Maintenance Specialist IV-V:**

- Five (5) years' experience in the painting trade.



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- Three (3) years of experience in small carpentry.
- Graduated from a standard senior high school or equivalent.
- Experience and education may substitute for one another up to four (4) years maximum.
- Valid State of Texas Class "C" driver's license.

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

- **Extensive Experience in Painting and Surface Preparation:** Expertise in a wide range of painting techniques, including brush, roller, airless, HVLP, and spray gun applications on various materials. Proficient in applying stain and varnish to new and refinished surfaces.
- **Comprehensive Carpentry and Construction Skills:** Skilled in wood and metal stud framing, insulation, door framing and installation, grid ceiling framing and repairs, and acoustic tile installation.
- **Proficiency in Tools and Equipment:** Strong knowledge and experience in the use of tools and equipment related to painting, carpentry, and general construction trades.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texas skillstowork.com](http://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 12C Bridge Crewmember, 914A Allied Trades Warrant Officer (Warrant), AB Aviation Boatswain's Mate, BM Boatswain's Mate, BOSN Boatswain (Warrant), 1169 Utilities Chief, 3E2X1 Pavements and Construction Equipment, 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.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_Maintenance.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Maintenance.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.

**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.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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



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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: 16771630**

### Contact Information:

**Richard W. Allen, MBA, PHR, SHRM-CP**

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