



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 25-13		
Business Title: Safety Officer		State Classification: Safety Officer I
Salary Group: B17	Salary: \$4,250.00 month \$51,000.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 10/16/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 2
Division: Facilities Management and Operations		Program: S&S - Safety Programs

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.

The Position: As a Safety Officer, you will perform advanced (journey-level) work in the safety and security program. You will monitor and ensure compliance with the requirements of the Safety Office of Risk Management and OSHA, as well as other state and federal laws and regulations.

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 Safety Officer I to perform advanced (journey-level) 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 Safety Officer I:

- Graduation from an accredited four-year college or university with major course work in business management, public administration, risk management, insurance, occupational safety, building management, or a related field.
- Four (4) years of experience in the management of one of the following program areas: risk management, building management, public safety, and/or safety program administration.
- Education and related experience may be substituted for one another on a year-for-year basis.



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KNOWLEDGE, SKILLS & ABILITIES:

- Customer service skills. Able to communicate well with customers.
- Attention to detail. Ability to accurately enter key data to avoid causing major disruptions.
- Familiar with current technology and ability to learn new technologies as it evolves.
- Ability to be punctual and on time to serve customers each day.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to 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 38B Civil Affairs Specialist, 38A Civil Affairs, AB Aviation Boatswain's Mate, 166X RL-Special Duty Officer-Strategic Sealift Officer (SSO), AST Aviation Survival Technician, BOSN Boatswain (Warrant), 0918 Water Safety/Survival Instructor, 5702 Chemical, Biological, Radiological and Nuclear (CBRN) Defense Officer (Warrant), 1S0X1 Safety, 30c0 Support Commander, 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

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.

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.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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: 16774749

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



Texas Facilities Commission Employment Opportunities

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