



Texas Facilities Commission

Employment Opportunities

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| JOB Vacancy Notice: FY 21-71 | | |
| Business Title: Maintenance Specialist | | State Classification: Maintenance Specialist V |
| Salary Group: A16 | Salary: \$3,333.34 (month) \$40,000.08 (year) | Hours/Week: 7:00am-4:00pm, Mon.-Fri. |
| Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701 | | |
| Posting Date: August 3, 2021 | FLSA Status: Nonexempt | Hours: 40 |
| Closing Date: Open until filled | Shift Differential: | Openings: 3 |
| Division: Facilities Management and Operations | | Program: Property Management |

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:

Performs advanced (senior-level) restoration, renovation, and maintenance work. Work involves building repair, renovation, restoration, and alteration for the designated trade skill. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Plans, schedules, or oversees building repair, renovation, or restoration projects.
- Performs construction, maintenance, and/or repair work such as electrical, plumbing, steam, air conditioning, mechanical, powerhouse and water treatment equipment, and modular furniture systems.
- Performs carpentry work such as the installation, alteration, repair, and maintenance of buildings, doors, windows, wood fixtures, and furniture.
- Performs gas and electric work such as welding, brazing, and soldering on ferrous and non-ferrous metals to repair, maintain, or fabricate parts and equipment.
- Maintains and repairs electrical outlets, control panels, switches, fixtures and accessories; and splices wires and cables.
- Performs inspections of equipment, operating machinery, systems and buildings accessories and appliances to ensure proper maintenance and repair.
- Provides timely responses to requests and complies with the Uniform Building Code, Texas Accessibility Act.
- Calculates material and labor costs and orders parts and supplies to complete work orders.
- Requisitions supplies and equipment and maintains maintenance records.
- Reads and interprets plans and blueprints.
- Operates a State motor vehicle to perform some essential functions.
- Acts as lead worker on construction, maintenance, or repair projects; test repairs.
- Trains others.
- May supervise others.
- Performs related work as assigned.
- Maintains confidentiality in the handling of sensitive information.
- Serves as subject matter expert and division liaison in areas of programmatic responsibility.
- Provides excellent customer service.
- May assign codes; enters, retrieves and updates personnel information in automated human resources information systems.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- ◆ Graduation from a standard senior high school or completion of GED.
- ◆ Four (4) years experience in building maintenance and repair, including one (1) year supervisory or lead worker experience.



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- ◆ Vocational or technical training certification in the operation of electrical, electronic, and mechanical systems and equipment, plumbing, or carpentry and locksmith trades may be substituted for experience on a year-for-year basis.
- ◆ Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Extensive knowledge of the repair, maintenance, and operation of buildings; of building materials, plumbing and electrical fixtures; of welding procedures and techniques.
- ◆ Extensive knowledge of the efficient operation and maintenance of HVAC, electrical, and air conditioning systems.
- ◆ Extensive knowledge of preventative maintenance and repair work, including masonry, carpentry, and painting.
- ◆ Considerable knowledge of repair, maintenance or fabrication of parts and equipment.
- ◆ Considerable knowledge of the tools and equipment of building trades.
- ◆ Knowledge of the Uniform Building Code and Texas Accessibility Act.
- ◆ Extensive skill in the maintenance and repair of mechanical, electrical, plumbing, HVAC, carpentry, painting, and modular furniture systems.
- ◆ Skill in performing carpentry work such as the installation, alteration, repair, and maintenance of buildings, doors, windows, wood fixtures, and furniture.
- ◆ Skill in the use of tools and equipment.
- ◆ Skill in handling multiple tasks.
- ◆ Ability to apply proper methods, techniques and procedures in the maintenance and repair of buildings and related equipment; and to perform maintenance.
- ◆ Ability to inspect equipment, operating machinery, systems and buildings accessories and appliances to ensure proper maintenance and repair.
- ◆ Ability to estimate materials.
- ◆ Ability to operate a motor vehicle.
- ◆ Ability to lead and/or supervise the work of others.
- ◆ Ability to follow instructions.
- ◆ Ability to communicate effectively, both orally and in writing.

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 40 lbs. of products 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.

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 12C Bridge Crewmember, 914A Allied Trades Warrant Officer (Warrant), AB Aviation Boatswain's Mate, 100 Boatswain's Mate, 010 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.texas.gov/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.

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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.

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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: 14719098

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