



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 22-32		
Business Title: Conference Facility Manager		State Classification: Electronics Technician III
Salary Group: A19	Salary: \$5,000.00 (month) \$60,000.00 (year)	Hours/Week: 8:00 am – 5:00 pm, M-F*
Location: 1711 San Jacinto Blvd., Austin, Texas 78701		
Posting Date: 12/01/2021	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: n/a	Openings: 1
Division: Chief Operations		Program: FMO - Building 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.

*Must be able to work flexible hours as needed.

JOB SUMMARY:

Performs highly advanced (senior-level) electronics technical support work. Candidate will be supervising small team of technicians that provides customer service and technical support to conference rooms and conference facilities. Work involves coordinating the design, installation, diagnoses, maintenance, training for electronic equipment and supervising a team. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment

ESSENTIAL FUNCTIONS:

- Manages conference room facilities including the conference room reservations system.
- Provides audio-visual equipment set-up, troubleshooting, and problem resolution.
- Light event setup including moving tables and chairs.
- Develops budget, including development and execution of growth and improvement plan.
- Manages maintenance of conference equipment, including procuring and monitoring vendor services. Conducts condition assessments. Prioritizes and estimates repairs and improvements.
- Provides tech support for computers/notebooks (within the context of conference room functions), wifi, projectors, internet video streaming, A/V equipment, etc.
- Supervises the work of assigned program staff. Provides direction to other technicians, delegates tasks to other team members
- Provides training and technical assistance in the program area. Prepares and develops training material.
- Works independently, is self-directed, communicates effectively, and makes sound decisions to ensure customer satisfaction.
- Possesses advanced problem-solving abilities.
- Provides excellent customer service and builds customer relationships.
- Uses solution-oriented approach for all service issues. Solutions must be quickly determined and implemented.

MINIMUM QUALIFICATIONS:

- Three (3) years' experience in conference facility support.
- Graduation from an accredited four-year college or university with applicable coursework, preferred.



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- Certified Texas Contract Manager (CTCM) certification preferred. TFC will provide, if necessary.
- Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- Advanced knowledge of Audio, Video, Control, and other conference room supporting (operating) systems.
- Knowledge of construction practices, including inspections and repairs.
- Skill in the use of personal computers and applicable programs, applications, and systems, including email, spreadsheet, word processing, and database software.
- Skill in using effective organizational, time management, and planning methods.
- Ability to coordinate, supervise, and hold accountable the activities of a team.
- Ability to maintain effective working relationships with peers, agency personnel, tenants, customers, and the general public.
- Ability to provide excellent customer service.
- Ability to communicate effectively, both orally and in writing.
- Skill in managing and working in a team environment.
- Ability to establish goals and objectives; and to develop and evaluate policies and procedures.
- Ability to prepare and interpret reports.
- Ability to operate a state vehicle.

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. and, occasionally, 100 lbs. of products and materials.

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 15Y AH-64D Armament/Electrical/Avionics Systems Repairer, 948B Electronic Systems Maintenance Warrant Officer (Warrant), AT Aviation Electronics Technician, 718X CWO-Electronics Technician, Surface (Warrant), ET Electronics Technician, ELC Electronics (Warrant), 1142 Engineer Equipment Electrical Systems Technician, 5902 Electronics Maintenance Officer Aviation Command and Control (C2), 1A3X1 Airborne Mission Systems Specialist; 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.

Incomplete applications will not be considered. All veterans must attach a DD214 long form.

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,

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Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

Official transcripts or other minimum requirement validations will be requested at the time of the conditional job offer.

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: 14955231

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