



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 22-42		
Business Title: Maintenance Specialist		State Classification: Maintenance Specialist IV
Salary Group: A14	Salary: \$3,500.00 (Month) \$42,000.00(Year)	Hours/Week: 7:00am-4:00pm, Mon.-Fri.
Location: Texas School for the Deaf, 1102 South Congress Avenue, Austin, Texas 78704		
Posting Date: 12/29/2021	FLSA Status: non-exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 2
Division: Chief Operations		Program: FMO-TSD/TSBVI Maintenance

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:

Perform general maintenance duties and event services for the Texas School for the Deaf. Work involves transporting, loading, unloading supplies, materials, equipment, furniture, and appliances. Assembles furniture and appliances. Setup, teardown and maintain meetings and events. Works closely with multiple departments and under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Ability to interact and aid multiple departments, including custodial, grounds, HVAC, electrical, plumbing, and maintenance.
- Ability to interpret instructions, drawings, diagrams, and/or blueprints.
- Operates and maintains motorized vehicles and equipment.
- Transport, load, and unloads furniture, appliances, and other related items.
- Assemble/disassemble and/or install/remove furniture, appliances, and other related items.
- Transport, load, and unload items for events and meetings.
- Setup, teardown, and maintain meetings and events, to include, but not limited to, stages, chairs, tables, and linens.
- May serve as a lead to provide direction to peers at supervisor's discretion.
- May assist in basic custodial duties such as trash pickup/removal and restroom monitoring.
- May assist in mowing grass, edging curbs, and trim shrubbery.
- May assist with the maintenance, construction, repair, and/or inspection work on mechanical equipment.
- May assist licensed electricians in the maintenance of electrical equipment and circuits.
- May assist licensed plumbers in the installation, maintenance, and repair work of plumbing systems and components.
- May assist with heating, ventilation, and air conditioning mechanic work.
- May assist with performing carpentry work.

MINIMUM QUALIFICATIONS:

- Graduation from a standard senior high school or equivalent. Experience and education may be substituted for one another.
- Experience in general maintenance such as furniture and appliance assembly and installation.
- Proficiency in American Sign Language is preferred but not required.
- Must possess a valid driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of motor vehicle operations, passenger and cargo loading and unloading methods, traffic rules and regulations, and the basic maintenance of motor vehicles.
- Skilled in the use and maintenance of tools and equipment.



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- Skilled in selecting appropriate tools and equipment and in troubleshooting situations to determine appropriate actions to resolve problems.
- Ability to use office computers and smart phones to send and receive e-mail communications and work orders.
- Ability to follow instructions; to work from drawings, diagrams, or blueprints; and to communicate effectively.

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. 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 12G Quarrying Specialist, AN Airman, DC Damage Controlman, ENG Naval Engineering (Warrant), 1171 Water Support Technician, 3E3X1 Structural 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.

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.

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: 15015540

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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