



# Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 22-53		
Business Title: Electrician		State Classification: Electrician III
Salary Group: A18	Salary: \$5,000.00 (month) \$60,000.00 (year)	Hours/Week: 7:00am-4:00pm Tuesday-Saturday*
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 01/19/2022	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open Until Filled	Shift Differential:	Openings: 2
Division: Chief Operations		Program: Facilities Operations

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](http://www.WorkInTexas.com).

\*Must be able to work flexible hours during a legislative session and as needed.

## **JOB SUMMARY:**

Performs electrical work in maintenance, repair, and installation on or within all properties and equipment managed by the Texas Facilities Commission (TFC). Provides leadership and knowledge in the electrical trade. Provides inspections and coordinates with other trades on remodeling and maintenance projects. Completes timekeeping and other advanced paperwork. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

## **ESSENTIAL FUNCTIONS:**

- Installs and repairs electrical systems, apparatus, and electrical components of machinery and equipment in accordance with the National Electrical Code (NEC).
- Installs, maintain and repair electrical controls, electrical equipment, lighting, and power circuits.
- Perform periodic preventive maintenance on systems and equipment and inspect new wiring, systems, and equipment in accordance with established schedules by Electrical Program Supervisor.
- Keep records of all maintenance and repair work conducted, including a record of any supplies ordered and used
- Isolates defects in wiring, circuit breakers, fuses, switches, and other elements and replaces faulty switches, circuit breakers, fuses, and other elements of electrical systems.
- Ensure all routine maintenance work is handled on a regular schedule to reduce the risk of larger and more complex issues and to reduce costs.
- Possesses familiarity with Medium Voltage, the work requires knowledge of electrical principles, procedures, materials, and safety standards governing electrical systems above 1000 volts
- Required to work on and around live electrical circuits up to 15kV in accordance with the TFC electrical safety policy.
- Complete required documentation to include, but not limited to, work order forms, inventory/order forms, and corrective/preventive maintenance documents, use computer software as applicable to electrical maintenance activities plus various employee training, payroll and compliance requirements.
- Required to work outside of normal business hours as necessary.
- Operates a state motor vehicle in order to perform essential functions.
- Performs other job duties as assigned.

## **MINIMUM QUALIFICATIONS:**



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- Associates degree or vocational training certification in the electrical trade.
- Four (4) years of experience in the electrical trade.
- Additional experience may be substituted for education on a year-for-year basis.
- Valid State of Texas Class "C" driver's license.
- Valid TDLR Journeyman Electrician License.

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

- Skill in the use of NEC (National Electrical Code), NFPA 70 E and NFPA 70 B
- Considerable knowledge of the principles and theory of electricity.
- Considerable knowledge and proficiency in the tools and terms of the electrical trade.
- Working knowledge of the hazards and safety precautions involved with commercial or industrial maintenance trades and the proper application of personal protective equipment.
- Skill in the use of various brands and types of electrical instruments that measure voltage, amperage, resistance, insulation resistance and trace circuits. Skill in the use of trade tools including pipe benders.
- Ability to safely operate hand and power tools.
- Ability to troubleshoot electrical systems, identify problems with components and make repairs.
- Ability to use computer. (Word, Excel, Outlook, etc.).
- Ability to maintain effective working relationships with peers, agency personnel, tenants, and the general public.
- 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 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](http://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 12Q Powerline Distribution, AE Aviation Electrician's Mate, AET Avionics Electrical Technician, 1141 Electrician, 3E0X1 Electrical Systems, 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](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.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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



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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: 15053286**

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