



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 23-22		
Business Title: Equipment Maintenance Technician	State Classification: Equipment Maintenance Technician II	
Salary Group: A16	Salary: \$3,210.00 (month) \$38,520.00 (year)	Hours/Week: 7:00am-4:00pm, Mon.-Fri.
Location: PKR Warehouse, 1706 San Jacinto, Austin, TX 78701		
Posting Date: 11/30/2022	FLSA Status: non-exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations	Program: FMO - Warehouse & Fleet Management	

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 complex (journey-level) mechanical and electronic equipment repair and troubleshooting work. Work involves maintaining, installing, and modifying various types of machines, and providing mechanical and technical services. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment

ESSENTIAL FUNCTIONS:

- Inspects, tests, and reviews equipment and instruments for quality control and preventive maintenance programs for fleet and grounds departments.
- Performs safety tests of equipment to ensure staff safety.
- Performs preventive maintenance and updates documentation.
- Documents work performed on equipment.
- Keeps customers informed about repairs and maintenance status of equipment.
- Diagnoses equipment malfunction(s) and makes repairs.
- Services and repairs various machines, including maintaining advanced products.
- Prepares and submits accurate, legible reports and work orders.
- Assists in ordering parts, materials, and equipment; and in maintaining acceptable levels of inventory.
- Assists in investigating complaints, documenting findings, and conducting quality assurance reviews.
- May rebuild replaceable service units.
- May provide guidance to others.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Experience in servicing and repairing various types of machines and equipment.
- High School Diploma or GED
- Education and experience may be substituted for one another on a year-for-year basis
- Valid Texas Driver's License.

KNOWLEDGE, SKILLS & ABILITIES:

- Extensive knowledge of the operation, repair, and maintenance of mechanical equipment.
- Ability to diagnose and repair operating errors.



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- Ability to watch gauges, dials, or other indicators to ensure a machine is working properly.
- Ability to understand and follow instructions.
- Ability to serve as lead worker.
- Ability to operate a motor vehicle.
- Skill in maintaining effective working relationships with peers, agency personnel, tenants, and the public.
- Skill in operating larger work vehicles with the ability to tow equipment.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of safety procedures and potential hazards, of servicing procedures and repair techniques, and of various types of equipment and their related applications.
- Skill in the use of tools and in the assembly, operation, and repair of various machines and systems.
- Ability to understand and follow instructions of a technical nature, to analyze equipment and resolve problems, to communicate effectively, and to provide guidance to others

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 with assistance of equipment or others. 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 68A Biomedical Equipment Specialist, 670A Health Services Maintenance Technician (Warrant), AB Aviation Boatswains's Mate, AET Avionics Electrical Technician, 1142 Engineer Equipment Electrical Systems Technician, 3E2X1 Pavements and Construction, 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.

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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: 15700236

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