



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 23-24		
Business Title: Maintenance Specialist		State Classification: Maintenance Specialist III-V
Salary Group: A12-A16	Salary: \$3,000.00 \$3,750.00 (Month) \$36,000.00-\$45,000.00 (Year)	Hours/Week: 7:00am-4:00pm, Mon.-Fri.
Location: 1711 San Jacinto Blvd., Austin, Texas 78701		
Posting Date: 12-08-2022	FLSA Status: non-exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 4
Division: Facilities and Maintenance 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. May serve as a lead worker providing direction to others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Plans, schedules, oversees building, repair, renovation, or restoration projects.
- Performs maintenance, construction, and/or repair work such as electrical, plumbing, HVAC, mechanical, and modular furniture systems.
- Performs carpentry work such as the installation, alteration, repair, and maintenance of buildings, doors, windows, wood fixtures, and furniture.
- Maintains and repairs electrical outlets, control panels, switches, fixtures and accessories; and splice 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.
- Train others.
- May supervise others.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

- Graduation from a standard senior high school or completion of GED.
- Two (2) to Four (4) years experience in building maintenance and repair.



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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.

KNOWLEDGE, SKILLS & ABILITIES:

- General to extensive knowledge of the repair, maintenance, and operation of buildings; of building materials, plumbing and electrical fixtures.
- General to extensive knowledge of the efficient operation and maintenance of HVAC, electrical, plumbing, and general maintenance.
- General to 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.
- General to extensive skill in the maintenance and repair of mechanical, electrical, plumbing, HVAC 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 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 12C Bridge Crewmember, 914A Allied Trades Warrant Officer (Warrant), AB Aviation Boatswains's Mate, BM Boatswain's Mate, BOSN Boatswain (Warrant), 1169 Utilities Chief, 3E2X1 Pavements and Construction Equipment, or other related fields pertaining to the minimum experience requirements may meet the

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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.

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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: 15716482

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