



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 23-39		
Business Title: Groundskeeper III		State Classification: Groundskeeper III
Salary Group: A08	Salary: \$2,757.00 (month) \$33,084.00 (year)	Hours/Week: 6:00am – 2:30pm, M – F*
Location: Central Services Building, 1711 San Jacinto, Austin, Texas 78701		
Posting Date: 01/25/2023	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open Until Filled	Shift Differential:	Openings: 1
Division: Chief Operations		Program: FMO-Property Services

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 during a legislative session and as needed.

JOB SUMMARY:

Performs moderately complex (journey-level) grounds and building maintenance work. Work involves caring for and maintaining the appearance of grounds and exterior areas of state buildings, and maintaining and repairing tools, equipment, and supplies. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- ◆ Mow, edges, trims, blows, mulches, fertilizes; performs general grounds maintenance and landscape installations.
- ◆ Removes dirt, plant debris, and refuse from grounds; empties trash containers in garages, parking lots, and ground areas.
- ◆ Performs tree pruning processes, including storm damage clean-up for agency.
- ◆ Cleans area soiled by animals, including pigeons and bats and removes animals dead or alive as necessary.
- ◆ Operates and maintains grounds maintenance and landscaping equipment and tools.
- ◆ Inspects building exteriors, parking garages and lots for cleanliness, completed work, and needed repairs.
- ◆ Conducts minor facility and equipment repairs and installations.
- ◆ Requisitions supplies.
- ◆ Performs as Grounds Supervisor as needed.
- ◆ Performs necessary work for agency during inclement weather and may act as first responder.
- ◆ May perform extra duties as required for tailgating events.
- ◆ Operates a state motor vehicle in order to perform all essential functions.
- ◆ May perform landscaping work and install or repair irrigation systems.
- ◆ May assist in planning and organizing tasks.
- ◆ Drives trucks and hauls materials, supplies, soil, and office furniture as needed.
- ◆ Assists with facilitating events and set-up.
- ◆ May train others.
- ◆ Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- ◆ Graduation from a standard senior high school or completion of GED preferred.
- ◆ Three (3) years' experience in commercial grounds operations.
- ◆ Education and experience may be substituted for one another on a year-for-year basis.
- ◆ Valid State of Texas Class "C" driver's license.



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KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Knowledge of building grounds, maintenance and landscaping tools and equipment; and safety precautions.
- ◆ Knowledge of the installation and care of plants; and application of pesticides and fertilizers.
- ◆ Skill in the use of grounds, building maintenance and landscaping materials, tools, and equipment.
- ◆ Skill in the operation of riding sweeper, motorized and gas-operated equipment.
- ◆ Ability to perform routine building repair and maintenance.
- ◆ Ability to maintain and care for hand and power tools.
- ◆ Ability to move up to 50lbs. without assistance; ability to move up to 75 lbs. with assistance of equipment or other individuals.
- ◆ Ability to operate a motor vehicle.
- ◆ Ability to follow oral and written 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 50lbs. 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 BM Boatswain's Mate, SN Seaman, 8000 General Service Marine 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_Custodial.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.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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



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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: 15800661

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