



# Texas Facilities Commission

## Employment Opportunities

JOB Vacancy Notice: FY 24-101		
Business Title: Safety Officer	State Classification: Safety Officer I	
Salary Group: B17	Salary: \$4,002.00 (month) \$48,024.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 05/17/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations	Program: Risk Management and Safety	

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).

### **JOB SUMMARY:**

Performs advanced (journey-level) work in the security and safety program. Work involves establishing goals and objectives; developing guidelines, procedures, rules; developing schedules, priorities, and standards for determining progress and achieving established goals; and coordinating and evaluating program activities. Monitors and ensures compliance with requirements of the State Office of Risk Management and OSHA, and other state and federal laws and regulations. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

### **ESSENTIAL FUNCTIONS:**

- Identifies and analyzes perils, risks, and hazards to which the agency, its employees, or the general public, might be exposed.
- Patrols state buildings and grounds; watches for unauthorized persons, fires, and unusual occurrences; and reports emergencies upon discovery.
- Identifies and reports persons/suspects in cases of unauthorized entry into state buildings and work areas, malicious mischief, or other violations.
- Assists in monitoring and authorizing entrance and departures of employees, visitors, and other persons to maintain security of premises, along with the Visitor Management Software system.
- May direct the flow of traffic and parking of vehicles.
- Maintains security access levels.
- Programs access cards for activation and/or deactivation
- Process and distribute security access cards and identification badges utilizing multiple systems.
- Monitor video surveillance systems
- Oversees and performs work related to accomplishing loss avoidance, prevention, reduction, retention, transfer, and control assessment for safety programs.
- Recommends procedures to ensure employee accountability for safety responsibilities.
- Develop and implement key tracking procedures.
- Assist in key inventory and the assignment of keys to agency facilities
- Develops and administers an agency-wide safety and loss prevention program; establishing goals and objectives, developing related policies or procedures.
- Plans, develops, coordinate, reviews, revises, implements, and evaluates safety, security, and loss control policies and procedures, correspondence, directives, and publications.
- Monitors and determines the effectiveness of the Safety Program and recommends solutions to problems.
- Prepares, edits, and distributes correspondence, reports, studies, forms and documents.
- Answers and routes phone calls; routes mail, files, and order; and maintains office supplies.
- Services as receptionist backup for the Central Service Building front office.
- Performs related work as assigned.



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## **MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with major course work in business management, public administration, risk management, insurance, occupational safety, building management, or a related field.
- Four (4) years of experience in the management of one of the following program areas: risk management, building management, public safety, and/or safety program administration.
- Education and related experience may be substituted for one another on a year-for-year basis.
- Valid State of Texas Class "C" driver's license.

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

- Knowledge of safety and health concepts, techniques and of loss control management.
- Skill in the use of personal computers and software applications, including automated information tracking systems.
- Skill in organization.
- Skill in presentation and negotiation.
- Skill in gathering and analyzing accurate and relevant information.
- Ability to analyze agency policies and programs for compliance with applicable state and federal statutes, standards, rules, and professional risk management guidelines.
- Ability to train others.
- Ability to supervise the work of others.
- Ability to exercise initiative and creativity.
- Ability to maintain effective working relationships within and outside the agency with persons having all levels of skill and education.
- Ability to identify problems, evaluate alternatives, and recommend effective solutions.
- Ability to communicate effectively, both verbally and in writing.
- Ability to provide excellent customer service.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

**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 38B Civil Affairs Specialist, 38A Civil Affairs, AB Aviation Boatswain's Mate, 166X RL-Special Duty Officer-Strategic Sealift Officer (SSO), AST Aviation Survival Technician, BOSN Boatswain (Warrant), 0918 Water Safety/Survival Instructor, 5702 Chemical, Biological, Radiological and Nuclear (CBRN) Defense Officer (Warrant), 1S0X1 Safety, 30c0 Support Commander, 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\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Incomplete applications will not be considered.**

**Conditions of Employment:**

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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



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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. We are unable to sponsor or take over sponsorship of an employment Visa.

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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: 16589920**

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