



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 24-112		
Business Title: Program Specialist	State Classification: Program Specialist VI	
Salary Group: B23	Salary: \$7,083.34 (month) \$85,000.08 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 06/07/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 2
Division: Chief Operations	Program: Project Support and Minor Construction	

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:

This position involves architectural design work in an office, laboratory, or field setting including field verification, existing conditions documentation, program verification, space planning, design, and production of construction contract documents utilizing building information modeling (BIM) and/or computer-aided design (CAD) software. Must be willing and capable of producing design documents, specifications, and plans according to the standard methods applicable to architectural practice. May assign and or supervise the work of others. Works under moderate supervision by a licensed Architect with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Designs and plans layout of projects, including preparing BIM models and drawings; and prepares specification documents using industry standard specifications software.
- Coordinates work products including review of documents prepared by outside design professionals.
- Determines program for functional and spatial requirements of renovations and limited new construction.
- Provides guidance to design staff on technical matters related to codes and construction.
- Oversees the maintenance and preparation of records and reports.
- May assist in selecting, negotiating with, and overseeing consultants for services and fees as assigned.
- Prepares administrative and technical reports.
- Resolves problems and implements resolutions in plans and specifications.
- Performs data collection, evaluation, analyses, investigations, inspections, forecasts, and assessments associated with facility projects.
- Assists in the development of estimates of probable cost associated with facility projects.
- Performs and produces design work according to the standard methods applicable to architectural practice.
- Performs architectural fieldwork in areas such as field verification and construction.
- Performs drafting and design functions.
- Performs quality and quantity analyses of architectural materials.
- Prepares conceptual and preliminary drawings and specifications for remodeling and new construction projects.
- Assists in reviewing, monitoring, or designing construction or remodeling projects.



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- May train others
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with major course work in architecture.
- Five (5) years experience in architectural work.
- Education and 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:

- Working knowledge of architectural principles, technical design, codes and procedures.
- Working knowledge of the design and detailing of commercial and/or institutional facilities.
- Knowledge of project planning.
- Proficient skill in the use of personal computers and applicable programs, applications, and systems, including Computer-Aided Design (CAD) and/or Building Information Modeling (BIM) software.
- Skill in organization.
- Skill in negotiation.
- Skill in devising solutions to facility and design-related problems.
- Ability to perform and produce design work according to the standard methods applicable to architectural practice.
- Ability to assign and/or supervise the work of others in preparation of construction documents.
- Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This position functions in a standard office environment and on construction sites. This position occasionally requires the ability to stoop, bend, lift, and stand for prolonged periods of time. Must be able to navigate uneven terrain and at various heights using ladders and lifts.

WORK SCHEDULE:

- Between the hours of 6:30 AM to 6:00 PM, Monday through Friday.
- Must be able to work flexible hours during a legislative session and as needed.

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 OS Operations Specialist, 611X LDO Deck, OS Operations Specialist, OSS Operations Systems Specialist (Warrant), 8U000 Unit Deployment Manager, 16GX Airport Operations Staff Officer, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this

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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

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. 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: 16617599

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