



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 24-125		
Business Title: Project Coordination Liaison		State Classification: Program Specialist IV
Salary Group: B20	Salary: \$5,775.00 (month) \$69,300.00 (year)	Hours/Week: 7:30 am – 4:30 pm, M-F*
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 08/06/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: n/a	Openings: 1
Division: Chief Operations		Program: FMO Facilities Operations

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.

* May work extended hours and weekends as necessary.

JOB SUMMARY:

Work closely with Project Managers within Facilities Design and Construction (FDC) division, attending all FDC construction meetings for new construction as well as deferred maintenance projects. Pass along key information from project meetings to Facilities Management and Operations (FMO) SMEs. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- ◆ Communicate information of ongoing projects, including estimated timelines for start-up and completion of projects.
- ◆ Research project information as requested and/or needed.
- ◆ Prepare and deliver progress reports to FMO Management team concerning FDC projects.
- ◆ Provide technical advice and assist operations supervisors with planning and scheduling requested FDC shutdowns.
- ◆ Work with FMO SMEs to develop short- and long-range funding plans for future equipment replacement.
- ◆ Distribute RFIs (Request for Information) to FMO discipline for comments and suggestions to return to the Project Manager in a timely manner for consideration.
- ◆ Distribute project documents such as Project Manuals, Design Narratives, and Drawings to FMO disciplines that would need to review and comment.
- ◆ Compile and manage formal portfolio of construction materials and finish standards.
- ◆ May manage small-scale maintenance projects from bid to execution.
- ◆ Supports the ICARE values of the organization: integrity, compassion, accountability, respect, and excellence.
- ◆ Provides excellent customer service to our customers and our team members.
- ◆ Must be open to sharing information and developing great working relationships with team members.
- ◆ Communicates thoroughly with property managers and other service lines about all installations, shutdowns, and repairs that will affect tenants or building operations.



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MINIMUM QUALIFICATIONS:

- ◆ Graduation from a standard senior high school or completion of GED.
- ◆ Basic working knowledge of commercial facility maintenance, including most of but not limited to plumbing, electrical, carpentry, HVAC, building automations systems, and plant operations.
- ◆ Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Ability to interpret plans, sketches, and drawings.
- ◆ Working knowledge of construction practices, including inspections and repairs.
- ◆ Ability to operate a motor vehicle.
- ◆ Ability to follow oral and written instructions.
- ◆ Ability to communicate effectively, both orally and in writing.
- ◆ Knowledge of agency's policies and procedures, state administrative rules.
- ◆ Knowledge of administrative practices and procedures.
- ◆ Skill in the use of personal computers and applicable programs, applications, and systems, including email, word processing, and database software.
- ◆ Skill in coordinating technical activities with contractors.
- ◆ Skill in managing and working in a team environment.
- ◆ Skill in using effective organizational and planning methods.
- ◆ Ability to maintain effective working relationships with peers, agency personnel, tenants, and the general public.
- ◆ Ability to provide 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 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 position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

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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 Number: 16706311

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