



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 24-75		
Business Title: Database Administrator	State Classification: Database Administrator I	
Salary Group: B21	Salary: \$6,250.00 (Month) \$75,000.00 (Year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 03/21/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations		Program: Building Information Modeling

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:

Work involves development of Record BIM models for buildings within TFC's portfolio of State-Owned and Managed facilities. These facilities primarily consist of office buildings but also include educational, parking, warehouse, and other facility types. Models will be developed from deliverables received from internal and external Architectural, Engineering, and Construction sources, 3D scans, and other types of field notes. You will use TFC's 3D scanning equipment to generate accurate point cloud records of existing conditions and convert that data into working BIM models.

Continual learning new software is a requirement of the job; AutoDesk Revit Certification preferred, Autodesk Construction Cloud, BIM360, AutoDesk BIM Collaboration Pro, Leica Cloudworks, MS One Drive, MS Word, MS Excel, MS Access, AutoDesk Tandem, AutoDesk Dynamo and Forge a plus. Progress must be demonstrated on a monthly basis.

ESSENTIAL FUNCTIONS:

- Performs architectural fieldwork in areas such as surveying, inspection, and construction.
- Performs drafting and design functions.
- Performs under supervision quality and quantity analyses of architectural materials.
- Prepares under supervision preliminary drawings and specifications for remodel and new construction projects.
- Under supervision receives, reviews, and maintains files of materials and prepares appropriate reports.
- Assists in preparing and providing presentations.
- May recommend and coordinate activities to produce a more effective program.
- May provide guidance to others. Performs related work as assigned.
- Participate in program planning, development, and implementation.
- Under supervision prepare proposed schedules for Record Documentation projects.
- Work closely with internal and external personnel to successfully plan and complete Record Documentation projects.
- Under supervision generates records of modeling projects.
- Report Record Documentation concerns and/or deficiencies to supervisor(s) and recommend solutions.
- Comply with safety standards.
- May assist in the development of policies and procedures.
- Operate a state motor vehicle in order to perform essential functions.
- Field training completion utilize 3D scanning technology and/or manual field measurement techniques to document existing conditions.



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MINIMUM QUALIFICATIONS:

- College with coursework in architecture drafting, or a related field is generally preferred.
- One (1) years of experience in commercial construction work.
- Education experience may substitute for minimum qualification 1 year for 1 year.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of architectural BIM modeling principles, techniques, and procedures.
- Skill in the use of standard tools of the profession and in interpreting architectural and engineering plans and specifications.
- Knowledge of program planning and implementation.
- Skill in the use of personal computers and applicable programs, applications, and systems. Ability to plan, organize, and implement program initiatives.
- Ability to gather, assemble, correlate, and analyze facts and information.
- Ability to devise solutions to problems.
- Ability to prepare written correspondence, reports, studies, forms, and documents.
- Ability to handle multiple tasks.
- Ability to perform drafting and design functions, to communicate effectively.
- Ability to meet deadlines.
- Ability to communicate effectively, both orally and in writing.

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 25B Information Technology Specialist, 255A Information Services Technician (Warrant), CT Cryptologic Technician, 181X RL-Special Duty Officer-Cryptologic Warfare Officer, IT Information Systems Technician, CYB10 Cyber, 0671 Data Systems Administrator, 0670 Data Systems Engineering Officer (Warrant), 3D0X2 Cyber Systems Operations, Z Prefix Software Development Ops (SFSC Agnostic), 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_InformationTechnology.pdf

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Office 512-463-3433



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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: 16512255

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