



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 24-86		
Business Title: BIMM Project Manager	State Classification: Project Manager III	
Salary Group: B24	Salary: \$7,083.33 (month) \$85,000.00 (year)	Hours/Week: 8:00am – 5:00pm, M – F*
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 04/15/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open Until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations		Program: BIMM Program

Note: To apply for a job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

I. Job Scope

The successful candidate shall perform advanced (senior-level) project management work. Work involves coordinating the planning and initiation of diverse projects at various levels of completion: monitoring the progress and schedule of projects; and communicating with project stakeholders, management, and other relevant parties. May direct, assign, and evaluate the work of project staff. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Typically, employees at the senior levels routinely work on projects that are highly complex, which may include projects that have precise budgets, a complex scope, focused time frames, sizable staff, and high level of impact. Those projects also require highly specialized skills, and/or projects that are multi-agency or enterprise-wide. Project managers are responsible for leading the project lifecycle from project initiation through completion.

II. Specialty Project

TFC manages, operates and maintains millions of square feet of commercial and institutional buildings. In order to execute this mission, TFC must have as-constructed record documents for each building. The record document contains all architectural and engineering systems lifecycle information for each building. TFC BIMM Program utilizes interactive 3D architecture and engineering models to manage, operate and maintain the buildings. All information is digital, scaled, precise and trackable for the lifecycle of the building. The successful candidate will bring subject matter expertise of commercial and institutional construction technology.

III. Software & Contract Management

The successful candidate shall have work exposure to AutoDesk Construction Cloud, Microsoft 365, Windows operating systems and express willingness to learn specialty software as required.

The successful candidates will be tested and pass the “Property Management Practical Interview Exam:, and “Amendment Contract Structure & Content comprehension exam”.

Test will be administered for candidates who are invited to the in person interview.

ESSENTIAL FUNCTIONS:

The successful candidate shall operate in the professional world of digital architecture, engineering and construction. Demonstrated knowledge of drawings content, structure and features of large drawings sets.

Directs, evaluates projects using accepted project management methodologies. Initiate enterprise-level projects, obtains authorization and commitment, and demonstrates deliverable scope is provided precisely, with graphic accuracy and industry recognized LOD requirements.



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Develops criteria for evaluating programs, proposals, and other pertinent information related to project assignments. Maintain project budgets, schedules, and work plans.

Establish and implement plans to communicate project methodology and processes to interested groups and team members.

Monitors and manages project quality, field accuracy ensuring that project deliverables are acceptable and fulfill the terms of the project contract and specifications.

Compiles and distributes project information, project status reports, in digital common data environments to as directed or required.

Coordinates project and access with other state agencies, governmental jurisdictions, or private sector partners and contractors.

Creates documentation procedures to capture and manage changes in original project plan.

May occasionally oversee multiple projects concurrently.

May direct, assign, and evaluate the work of project staff.

Performs related work as assigned.

Benefits of working for the State of Texas: As a State of Texas employee, you will enjoy a generous number of paid holidays, vacation and sick days. Your new defined benefit retirement accounts can't lose their value due to market fluctuations, for new employees unlike retirement plans offer by many other employers. Health insurance premiums for eligible full-time employees are paid at 100% for you and 50% for dependents and there are no deductibles for in-network, in-area services in HealthSelect of Texas. Full-time state agency employees with student loans may be eligible for federal Public Service Loan Forgiveness. For more information, visit [tri-fold-2024-state-agency-recruitment \(texas.gov\)](#) and [Benefits at a Glance | ERS \(texas.gov\)](#)

About TFC: The Texas Facilities Commission (TFC) builds, supports, maintains, and manages over 28 million square feet of state-owned and leased facilities that house over 62,000 state employees in over 100 state agencies, all working in the service of the citizens of Texas.

TFC oversees a varied property portfolio of office space, storage, warehouses, parking garages, and grounds of buildings across 283 cities and towns in Texas. Our team provides and contracts for the design and construction, property management, landscaping and custodial services, recycling and waste management services, building climate and energy automation, and the fire and security services required to keep State agencies working for our constituents.

Our goal is to serve with excellence by providing high-quality work environments that are functional, energy-efficient, and cost-effective to operate.

MINIMUM QUALIFICATIONS:

- ◆ Graduation from an accredited four-year college or university with major coursework in a field relevant to the assignment is generally preferred.
- ◆ Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Knowledge of project management theories and practices applicable to projects that are highly complex in

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scope; systems and procedures used to evaluate a third-party vendor's performance, and local, state, and federal laws and regulations relevant to the administration of the project undertaken.

- ◆ Skill in project monitoring, in addressing changes in scope and budget, and in the use of a computer and applicable software.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This position functions in a standard office environment with site visits to various other locations such as office buildings, warehouses, schools, medical labs, mechanical area, construction sites, etc. Travel is required between different facility locations, primarily within Austin, for inspections or walk throughs. Must be able to navigate and inspect all areas of our portfolio; this may include walking, climbing, or reaching. This position requires prolonged sitting, standing, and occasional lifting. There are no unusual dangers involved. The position holder must be able to work effectively with people under varying conditions and must be able to work longer than eight hours in a workday as necessary. May require flexible hours and occasional overtime during peak periods. [Note: This job description is a general outline of duties and responsibilities and may be updated or modified periodically to reflect changes in the agency's needs].

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 BU Builder, 611X LDO-Deck, Surface, SE116 Acquisition Project Management, 2611 Cryptologic Cyberspace Analyst, 8058 Acquisition Core Member, 3D0X2 Cyber Systems Operations, 16KX Software Development Officer (SDO), 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_ProgramMangement.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 the 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: 16538999

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