



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 24-96		
Business Title: Project Manager		State Classification: Project Manager III
Salary Group: B24	Salary: \$6,250.00 - \$7,375.00 (month) \$75,000.00 - \$88,500.00 (year)	Hours/Week: 8:00am – 5:00pm, M – F*
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 04/19/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations		Program: 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:

Performs highly complex (journey-level) consultative services and technical assistance work for Minor Construction. Work involves planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, and governmental agencies. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- ◆ Participates in program planning, development, and implementation.
- ◆ Prepares bid packages, manages, and inspects construction/remodeling jobs.
- ◆ Prepares estimates for jobs.
- ◆ Manages jobs performed by in-house staff and/or outside contractors.
- ◆ Oversee multiple projects concurrently.
- ◆ Coordinates activities to produce a more efficient program.
- ◆ Meets with tenant agencies for coordinating projects.
- ◆ Inspects jobs for compliance with codes, plans, specifications, and applicable State laws.
- ◆ Inspects quality of materials, workmanship, and construction methods used by contractors.
- ◆ Works closely with contractors, vendors, and other internal and external personnel to successfully plan and complete jobs.
- ◆ Maintains complete records of projects.
- ◆ Reports and recommends project concerns and/or deficiencies.
- ◆ Coordinates project activities with other state agencies, governmental authorities, or private sector partners and contractors.
- ◆ May assist in the development of policies and procedures.
- ◆ May operate a state motor vehicle to perform essential functions.
- ◆ May supervise the work of others.
- ◆ Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- ◆ Graduation from an accredited four-year college or university with major course work in construction management or a related field.
- ◆ Six (6) years' experience in construction project management.
- ◆ Education and experience may be substituted for one another on a year-for-year basis.



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KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of public administration and management techniques, practices, and procedures.
- Knowledge of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures, including Uniform Building Code, Uniform Mechanical Code, and ADA Code.
- Knowledge of program planning and implementation.
- Skill in the use of personal computers and applicable programs, applications, and systems.
- Skill in the use of tools and equipment.
- 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 read and interpret job plans, blueprints, schematics, and contracts.
- Ability to prepare written correspondence, reports, studies, forms, and documents.
- Ability to develop and evaluate policies and procedures.
- Ability to manage multiple tasks.
- Ability to meet deadlines.
- Ability to operate a motor vehicle.
- Ability to supervise the work of others.
- Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This position functions in a standard office environment. There are no unusual dangers involved. Frequent work under stress, as a team member, and in direct contact with others. Frequent standing, walking, sitting, listening, and talking. Occasional bending and stooping. Occasional lifting and climbing.

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, SEI16 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_ProjectManagement.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.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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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: 16548373

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