



# Texas Facilities Commission

## Employment Opportunities

<b>JOB Vacancy Notice: FY 25-05</b>		
<b>Business Title: Project Manager</b>		<b>State Classification: Project Manager IV</b>
<b>Salary Group: B26</b>	<b>Salary: \$6,377.50 - \$10,785.83 (Month)</b>	<b>Hours/Week: 8:00am-5:00pm, M-F*</b>
<b>Location: Central Services Building, 1711 San Jacinto, Austin, Texas 78701</b>		
<b>Posting Date: 09/18/2024</b>	<b>FLSA Status: Exempt</b>	<b>Hours: 40</b>
<b>Closing Date: Open Until Filled</b>	<b>Shift Differential: N/A</b>	<b>Openings: 2</b>
<b>Division: Facilities Design &amp; Construction</b>		<b>Program: FDC-Project Management</b>

**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](http://www.WorkInTexas.com).**

\*Must be able to work flexible hours during a legislative session and as needed.

### **JOB SUMMARY:**

Performs advanced (senior- level) project management work. Work involves coordinating the planning and initiation of projects including projects with a high level of complexity, broad experience in commercial building design styles and uses in a large dollar volume, multi-project environment, and communicating with project stakeholders, management, and other relevant parties. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Potential to participate in projects as the TFC internal Project manager working in conjunction with external Project Management group.

### **ESSENTIAL FUNCTIONS:**

- Manages multiple projects with high level of complexity and in a large dollar volume environment.
- Manages internal and external interfaces with key project stakeholders to assure effective communications.
- Directs, develops, and evaluates projects utilizing accepted project management methodologies.
- Responsible for the results of projects representing key clients, user groups, or overall program-related projects.
- Initiates multi-agency or enterprise-level projects, obtains authorization and commitment, and demonstrates business need and project feasibility.
- Defines project scope and project objectives, involving all relevant stakeholders.
- Develops and overviews project budgets, schedules, work plans, resource requirements, cost estimates and projections, and recommends project implementation strategies to senior management.
- Participates in project analysis and utilizes the electronic project management system.
- Reviews and recommends proposals and bids to management.
- Prepares and delivers reports, summaries and project status communiqués to executive staff.
- Administers all project accounts, including payment certifications and change orders.
- Works with insurance analyst to ensure certificates of insurance for each contract is reviewed. Coordinates with executive administration staff to ensure that they are in force during the terms of the contract and that coverage requirements are met.
- Works closely with fiscal and construction accountant to develop project budgets, monitor encumbrances and track project balances.
- Monitors and manages project cost to ensure project completion within budget.
- Monitors and manages project quality to ensure project deliverables are acceptable and fulfill the terms of the project contract or specifications.
- Identifies potential project risks and difficulties, and designs strategies to mitigate or avoid them.
- Compiles and distributes project information, status reports, and project budget expenditures.
- Create and maintain comprehensive project documentation in accordance with established process and procedures and maintains a project execution plan for each project.
- Coordinates project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.
- Provides oversight and quality control of Web-based project management system content.



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- Works with other project managers and or other project team members. During probationary period plans and coordinates with internal Project manager mentor.
- Performs related work as assigned.

### **MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with major coursework in engineering, construction management, or a related field.
- Ten (10) years progressively responsible experience in engineering practice or construction project management, including five (5) years supervisory or lead worker experience. Experience in engineering design work relating to commercial office buildings. Must possess the ability to perform and produce design work according to the standard methods applicable to engineering practice.
- Valid State of Texas Class "C" driver's license.
- State of Texas Licensed Architect or registered Professional Engineer, preferred.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Extensive knowledge and proficiency of project management theories and practices applicable to mid- and large-sized scope complex projects.
- Extensive knowledge of architectural, engineering, and/or construction management principles, techniques, and procedures.
- Considerable knowledge of local, state, and federal laws and regulations relevant to project management and administration.
- Considerable knowledge of local, state and federal building codes including understanding of Texas Accessibility standards and accessibility guidelines.
- Considerable knowledge of construction administration, coordination and inspection/observation of construction projects.
- Proficient skill in the utilization of standard principles and practices applicable to architecture and/or engineering design work.
- Proficient skill in the use of personal computers and applicable programs, applications, and systems.
- Proficient skill in coordinating and scheduling activities and resources.
- Proficient skill in budget planning and development.
- Skills in presentation and negotiation.
- Demonstrated ability in the use of Computer-Aided Design (CAD).
- Demonstrated ability to perform and produce design work according to the standard methods applicable to architectural and/or engineering practice.
- Demonstrated ability to gather, assemble, correlate, and analyze facts and information.
- Demonstrated ability to exercise sound judgment in making critical decisions.
- Demonstrated ability to establish goals and objectives.
- Demonstrated ability to meet deadlines.
- Demonstrated ability to coordinate multiple projects simultaneously.
- Demonstrated ability to prepare reports.
- Demonstrated ability to plan, assign, and supervise the work of others.
- Demonstrated ability to communicate effectively, both orally and in writing to executive staff and governing boards such as the Texas Facilities Commission.



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## **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](http://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 111x URL-Surface Warfare, CMO 010 Community-Mission Operations (OSC), 8003 General Officer, 10CO Operations Commander, 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\\_ProgramManagemen.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagemen.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.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433



# Texas Facilities Commission Employment Opportunities

**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: 16758793**

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