



# Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 25-12		
Business Title: Air Conditioning and Boiler Operator		State Classification: Air Conditioning and Boiler Operator II-IV
Salary Group: A15-A19	Salary: \$4,250.00-\$5,375.00 (month) \$51,000.00-\$64,500.00 (year)	Hours/Week: Days and shifts to be determined*
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 10/11/2024	FLSA Status: non-exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: 0%, 5%, 10%	Openings: 5
Division: Facilities Management Operations		Program: FMO-Facility 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](http://www.WorkInTexas.com).

\*Days to be determined

## **JOB SUMMARY**

**The Position:** The Texas Facilities Commission (TFC) is hiring for multiple positions within the Operations Team across various shifts. The positions to be filled are Operators II-IV.

TFC is looking for Air Conditioning and Boiler Operators II-IV to perform highly complex (senior-level) work in the operation and maintenance of Boilers, Chillers, Air Compressors, Air Handlers, and auxiliary equipment for the Facilities Management and Operations Division.

### **What is the Texas Facilities Commission (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.

### **Top Benefits for working for the Texas Facilities Commission (TFC):**

HealthSelect of Texas insurance-paid at 100% for full-time employees, 50% for dependents  
 \$5,000.00 Basic Term Life and Accidental Death and Dismemberment  
 Optional Term Life Insurance  
 State of Texas Retirement Plan  
 Texasaver 401(k) Plan  
 One of two dental insurance plans  
 State of Texas Vision insurance plan  
 Short-term and/or long-term disability coverage  
 TexFlex flexible spending account (FSA)-set asides pre-tax dollars-pays for out-of-pocket health care expenses  
 Federal Student Loan Forgiveness Program  
 Generous paid holidays, vacation, and sick days

### **Qualifications for the Air Conditioning and Boiler Operator II-IV:**

- Coordinates the inspection and maintenance of various types of gauges, instrumentation, and indicators; and ensures the proper operation of boilers, chillers, refrigeration equipment, and auxiliary equipment.
- Operates and adjusts Feedwater and Hot Water Pumps, checks and regulates drafts and dampers, and checks firing conditions and water levels in boilers.



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- Capable of reading meters, gauges, and thermometers, maintain log sheets, and check the operation of pumps, motors, air compressors, air handlers, VFD's, and other equipment, as well as troubleshoot issues with said equipment.
- Capable of opening and closing valves, being sure the proper valves are being operated for the equipment being started or stopped.
- Monitors and able to switch boilers, monitor boiler water levels, capable of replacing boiler sight glass safely, without shutting down the boiler.
- Monitor the operation of chillers, recording readings, resetting alarms and purge if needed.
- May oversee the firing of boilers, fire tube as well as water tube.
- May perform repairs to various equipment.
- Monitor, answer alarms, start/stop, adjust equipment on the Building Automations Systems.
- Performs related work as assigned.
- Train and help develop new hires and Levels I, II and III Operators.

## **MINIMUM QUALIFICATIONS:**

- Graduation from a standard senior high school or completion of GED
- Vocational or technical training certification in air conditioning systems or a related mechanical field.
  - Two (2) to six (6) years' experience in the operation and maintenance of Boilers, Chillers, Air Handlers, and repair relating to HVAC/Plant equipment.
- Experience with Building Automations Systems (BAS)
- Experience with computerized maintenance management systems (CMMS)
- Education may be substituted for one year of experience. ▪ Valid State of Texas Class "C" driver's license.

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

- Knowledge of:
  - o Pressure steam heating and refrigeration plant operating principles, practices, tools, and equipment.
  - o Properties of fuel, air, water, and steam.
  - o Operation and maintenance of equipment including boilers, chillers, air compressors, pumps, motors, and valves.
  - o The operation, adjustment, and maintenance of controlling, indicating, metering, and recording devices used in plant operations.
- Skilled in:
  - o The use of tools, multi-meter, reading and monitoring of gauges and instrumentation.
  - o The adjustment of electrical and mechanical equipment.
  - o Using reasoning to solve equipment related issues.
  - o Basic computer skills (Outlook, word, excel).
- Ability to:
  - o Interpret meters.
  - o Understand and follow instructions.
  - o Operate and adjust boilers, chillers, pumps, VFD's, and other equipment.
  - o Read blueprints and one-line drawings.
  - o Analyze operating difficulties in the equipment (Troubleshoot).
  - o Record information and communicate effectively.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This position requires the ability to walk, climb stairs in various assigned buildings, stoop, bend, lift, and stand for prolonged periods of time. Must be able to move 55 lbs. and, occasionally, 100 lbs. of products and materials. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders and lifts.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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



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## **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 91C Utilities Equipment Repairer; AS Aviation Support Equipment Technician, MK Machinery Technician, 3E1X1 Heating, Ventilation, Air Conditioning and Refrigeration, 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\\_Maintenance.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Maintenance.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 Job Number: 16772584**

## **Contact Information:**

**Richard W. Allen, MBA, PHR, SHRM-CP**

Human Resources Specialist

Recruiting and Staffing

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