



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 25-17</b>		
<b>Business Title:</b> Groundskeeper	<b>State Classification:</b> Groundskeeper IV	
<b>Salary Group:</b> A12	<b>Salary:</b> \$2,820.00 - \$3,750.00 (month) \$33,840.00 - \$45,000.00 (year)	<b>Hours/Week:</b> 5:30am – 1:30pm, M-F
<b>Location:</b> Central Services Building, 1711 San Jacinto Blvd, Austin, Texas 78701		
<b>Posting Date:</b> 10/30/2024	<b>FLSA Status:</b> Non-Exempt	<b>Hours:</b> 40
<b>Closing Date:</b> Open until filled	<b>Shift Differential:</b> none	<b>Openings:</b> 2
<b>Division:</b> Facilities Management and Operations		<b>Program:</b> Property Services

**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).

## **JOB SUMMARY:**

**The Position:** As a Groundskeeper IV, you will perform highly complex (senior-level) grounds, irrigation and building maintenance work. Work involves caring for and maintaining the appearance of grounds and exterior areas of state buildings, and maintaining and repairing irrigation systems, tools, equipment, and supplies. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

### **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.

**Job Description:** TFC is looking for a Groundskeeper IV to perform highly complex (senior-level) grounds, irrigation and building maintenance work. Work involves caring for and maintaining the appearance of grounds and exterior areas of state buildings, and maintaining and repairing irrigation systems, tools, equipment, and supplies for the Facilities Management and Operations Division.

### **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 Groundskeeper IV:**

- ◆ Graduation from a standard senior high school or completion of GED.
- ◆ Three (3) years’ experience in professional grounds operations.
- ◆ Education and experience may be substituted for one another on a year-for-year basis.



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- ◆ Valid State of Texas Class “C” driver’s license.

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

- ◆ Ability to follow oral and written instructions.
- ◆ Ability to communicate effectively, both oral and written.
- ◆ Knowledge of irrigation systems, including inspecting the proper operation, repairing, and maintaining these systems.
- ◆ Knowledge of building grounds, maintenance and landscaping tools and equipment, and safety procedures.
- ◆ Skill in the operation of riding sweepers, motorized and gas-operated equipment.

**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 8000 General Service Marine 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.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_Custodial.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Custodial.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**

**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: 16781260**

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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



# Texas Facilities Commission Employment Opportunities

## Contact Information:

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