



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 25-22</b>		
<b>Business Title: Maintenance Specialist</b>		<b>State Classification: Maintenance Specialist III-V</b>
<b>Salary Group: A17</b>	<b>Salary: \$3,750.00 (Month) \$45,000.00 (Year)</b>	<b>Hours/Week: 7:00am-4:00pm, Mon.-Fri.</b>
<b>Location: 1711 San Jacinto Blvd., Austin, Texas 78701</b>		
<b>Posting Date: 11-27-2024</b>	<b>FLSA Status: non-exempt</b>	<b>Hours: 40</b>
<b>Closing Date: Open until filled</b>	<b>Shift Differential: N/A</b>	<b>Openings: 1</b>
<b>Division: Facilities Management and Operations</b>		<b>Program: Property 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).**

## **JOB SUMMARY:**

### **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.

**The Position:** TFC is looking for a Maintenance Specialist III-V to perform general to advanced (senior-level) restoration, renovation, and maintenance work. Work involves building repair, renovation, restoration, and alteration of general building maintenance. Works under limited supervision, with extensive latitude for the use of initiative and independent judgment.

The ideal candidate will plan, schedule and oversee building, repair, renovation, and/or restoration projects. The ideal candidate should have a high school diploma or GED, two (2) to four (4) years of experience related to building maintenance and repair. Vocational or technical training certification in the operation of electrical, electronic, and mechanical systems and equipment; plumbing; or carpentry and locksmith trades may be substituted for experience on a year-for-year basis.

The ideal candidate should possess general to extensive knowledge and experience of the repair, maintenance, and operation of buildings; of building materials, plumbing and electrical fixtures, general to extensive knowledge of the efficient operation and maintenance of HVAC, electrical, plumbing, and general maintenance. The ideal candidate should also possess considerable knowledge of the tools and equipment of building trades and knowledge of the Uniform Building Code and Texas Accessibility Act.

This position requires the ability to 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.



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

- Group Benefit Plan (GBP)-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
- Dental insurance plans
- State of Texas Vision insurance plan
- Short-term and/or long-term disability coverage
- (TexFlex) Flexible spending account (FSA)
- Employee Assistance Program (EAP)
- Generous paid holidays, vacation, and sick days

**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 12C Bridge Crewmember, 914A Allied Trades Warrant Officer (Warrant), AB Aviation Boatswain's Mate, BM Boatswain's Mate, BOSN Boatswain (Warrant), 1169 Utilities Chief, 3E2X1 Pavements and Construction Equipment, 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)

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.

## TFC Recruiting Policy:

### Incomplete applications will not be considered.

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.

## 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

As part of its employment process, TFC may conduct a criminal background check and/or a driver's record check. An applicant with an unsatisfactory criminal background check report and/or drivers record is ineligible to be hired for the position for which the report is initiated.

If hired, an employee must prove their permanent right to work in the United States and provide document(s) within three (3) days of hire date that establish identity and employment eligibility. We are unable to sponsor or take over sponsorship of an employment Visa.

**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.

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The Texas Facilities Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability. TFC provides accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

If you need help with the employment process or require other accommodations, please contact the Human Resources office for assistance at (512) 463-3433.

**WIT Number: 16793498**

#### **Contact Information:**

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

Human Resources Specialist

Recruiting and Staffing

Talent Management

Texas Facilities Commission

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Direct: 512-463-3433

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