



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 25-30		
Business Title: Groundskeeper	State Classification: Groundskeeper IV	
Salary Group: A12	Salary: \$2,820.00 - \$3,750.00 (month) \$33,840.00 - \$45,000.00 (year)	Hours/Week: 5:00am – 1:30pm, M-F
Location: Texas School for the Blind and Visually Impaired, 1100 West 45 th Street, Austin, Texas 78756		
Posting Date: 01/02/2025	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: none	Openings: 1
Division: Facilities Management and Operations		Program: 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.

JOB SUMMARY:

The Position: As a Groundskeeper IV, you will perform advanced (senior-level) grounds and building maintenance work. Work involves caring for and maintaining the appearance of grounds and exterior areas of state buildings, and maintaining and repairing, 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 advanced (senior-level) grounds and building maintenance work. Work involves caring for and maintaining the appearance of grounds and exterior areas of state buildings, and maintaining and repairing 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 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

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: 16805005

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



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Contact Information:

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