



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 24-43		
Business Title: Electrician		State Classification: Electrician IV
Salary Group: A22	Salary: \$6,250.00 (month) \$75,000.00 (year)	Hours/Week: 7:00am-4:00pm M-F*
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 12/12/2023	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open Until Filled	Shift Differential:	Openings: 1
Division: Chief Operations		Program: FMO-Facilities 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.

- ◆ This position is designated as a “Mandatory/Essential Employee” position.
- ◆ Must be able to work flexible hours during a legislative session and as needed.
- ◆ Occasional travel out of Travis County may be required.
- ◆ Must be on the on-call rotation.

JOB SUMMARY:

Under the general direction of the FMO electrical supervisor; performs highly advanced (senior level) work in the maintenance and repair of electrical equipment and circuits. Plays a key role in TFC’s emergency management and disaster recovery plans and liaisons with TFC Operations and other TFC Departments in planning and executing ongoing facilities maintenance and capital improvement projects. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Coordinates the inspection, testing, and troubleshooting of electrical equipment, lighting, and power circuits.
- Installs and repairs electrical systems, apparatus, and electrical components of machinery and equipment in accordance with the National Electrical Code (NEC).
- Responds to on-call, emergency call-back, and after-hour outages due to weather-related events or system disturbances.
- Works and assist PMs on equipment such as VFD's/switchgear/motors with voltages ranging from 120-480V and 4160-25kV.
- Operates medium-voltage distribution switching devices and equipment, using proper Personal Protective Equipment (PPE) and Personal Protective Devices (PPD), to de-energize and isolate circuits.
- Helps coordinating training personnel in applying sound electrical maintenance and construction techniques in Medium and Low voltage electrical systems.
- Maintains records and prepares reports on repairs and service to equipment.
- Inspects work in progress to assure compliance with applicable codes and standards, project specifications and quality assurance procedures. Inspects completed work to ensure that applicable quality control standards are maintained.
- Serves as a primary or alternate member of the TFC Emergency Response Team and coordinates emergency and disaster response and recovery plans.
- Provides professional responses to building tenants, clients, and staff as necessary.
- Operates a state motor vehicle to perform essential functions.
- Performs other job duties as assigned.



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MINIMUM QUALIFICATIONS:

- Valid TDLR Journeyman, preferred Master Electrician License.
- Associates degree or vocational training certification in the electrical trade.
- Minimum ten (10) years of experience in the electrical trade.
- Preferred OSHA-30 certification
- Experience in team leading.
- Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- Skill in the use of NEC (National Electrical Code).
- Working knowledge of the hazards and safety precautions involved with commercial or industrial maintenance trades and the proper application of personal protective equipment.
- Familiarity with Medium Voltage, the work requires knowledge of electrical principles, procedures, materials, and safety standards governing electrical systems above 1000 volts.
- Familiarity with office building HVAC equipment including frequency drives (VFD) and associated electrical distribution systems.
- Knowledge and skill to complete and route daily paperwork.
- Knowledge of the electrical theory and principles related to electricity, magnetism, and electrical equipment.
- Skill in handling multiple tasks and prioritizing.
- Skill in operating computers and related software applications.
- Skill in properly using, inspecting, maintaining, and safely storing PPE and PPD.
- Skill in using tools and equipment to troubleshoot and then repair or replace electrical/electronic devices/components.
- Skill in operating switching devices and equipment used to de-energize and isolate circuits and devices on TFC's distribution system.
- Skill in the use of various brands and types of electrical instruments that measure voltage, amperage, resistance, insulation resistance and trace circuits.
- Skill in preparing oral, written, and electronic instructions.
- Skill in drawing or sketching diagrams, profile plans, and control circuit schematics to communicate work assignments and needs.
- Skill in modifying work instructions, profile plans, blueprints, sketches, diagrams, and drawings as needed for field corrections and as-builts for engineering.
- Skill in leading, planning, and organizing work assignments and monitoring preventive maintenance programs.
- Ability to read and understand oral, written, and electronic instructions, technical manuals, blueprints, sketches, diagrams, and drawings.
- Ability to establish and maintain effective communication and professional working relationships with TFC employees, tenants, and the public.
- Ability to organize, inspect, and safely use various hand and powered tools, equipment, and materials used in the installation, maintenance, and repair of electrical substations and related equipment.
- Ability to troubleshoot electrical systems, identify problems with components and make repairs.

Physical Requirements and/or Working Conditions:

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. Exposure to variable Texas weather conditions and/or physical hazards common to a physical plant and construction

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environment such as elevated and confined spaces. May be required to wear Personal Protective Equipment to include Steel toe or non-slippery shoes, eye protection, hardhat, back belt, body harness, biological protective gear and arc flash protection.

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 12Q Powerline Distribution, AE Aviation Electrician's Mate, AET Avionics Electrical Technician, 1141 Electrician, 3E0X1 Electrical Systems, 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

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.

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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: 16331011

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