



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY24-82		
Business Title: CMMS Administrator	State Classification: Database Administrator IV	
Salary Group: B27	Salary: \$8,000.00-\$9,500.00 (month) \$96,000.00-114,000 (year)	Hours/Week: 8 AM – 5 PM, M – F*
Location: 1711 San Jacinto Blvd. Austin, TX 78701		
Posting Date: 03/27/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: n/a	Openings: 1
Division: Chief Operations		Program: Information Technology

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.

** Employee may choose to begin the workday anytime between 7 AM and 9 AM. May occasionally be required to work outside of normally scheduled hours.*

JOB SUMMARY

We are seeking a highly organized and detail-oriented Administrator for the Texas Facilities Commission’s (TFC) new Computerized Maintenance Management System (CMMS). The position will be responsible for the upkeep, configuration, data integrity, and reliable operation of the CMMS. This system is critical to the daily operations of multiple agency divisions providing property management, maintenance, and space management services to our tenants.

As the CMMS Administrator for a state agency managing facilities, you will be instrumental in ensuring the effective use of technology to support the agency's mission of providing high-quality work environments that are functional, energy-efficient, and cost-effective to operate. Your role will involve a combination of technical expertise, operational oversight, and collaborative engagement with various stakeholders to achieve facility management objectives.

Benefits of Working for the State of Texas: As a State of Texas employee, you will enjoy a generous number of paid holidays, vacation, and sick days. Your new defined benefit retirement accounts can’t lose their value due to market fluctuations, for new employees unlike retirement plans offered by many other employers. Health insurance premiums for eligible full-time employees are paid at 100% for you and 50% for dependents and there are no deductibles for in-network, in-area services in HealthSelect of Texas. Full-time state agency employees with student loans may be eligible for federal Public Service Loan Forgiveness. For more information, visit ers.texas.gov/PDFs/recruitment-brochures/2024-state-agency-recruitment and ers.texas.gov/benefits-at-a-glance

About TFC: TFC builds, supports, maintains, and manages over 8 million square feet of state-owned facilities that house over twenty thousand state employees in dozens of state agencies, all working in the service of the citizens of Texas. We oversee a varied property portfolio of office space, storage, warehouses, schools, medical labs, parking lots and garages, and grounds throughout Texas. Our teams provide and contract for property management, maintenance, landscaping, custodial services, waste management, building climate and energy automation, and the fire and security services required to keep state agencies working for our constituents.

ESSENTIAL DUTIES

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1. **Implementation and Configuration:** Lead the final stages of the implementation process of the CMMS platform, including configuring the system to meet the specific needs and requirements of the agency and our customers.
2. **System Administration:** Perform troubleshooting support of systems hardware, software, and networking issues. Respond to and resolve problem calls, ranging from simple to complex. Install, configure, maintain, and administer hardware and software required for system operation. Prepare and maintain operating procedures for technical support, troubleshooting, maintenance, and innovative systems administration techniques. Develop, analyze, and maintain system design procedures, system codes, test procedures, and quality standards.
3. **Database Management:** Maintain and update the CMMS database, ensuring accuracy, completeness, and organization of data related to facility assets, maintenance schedules, work orders, inventory, and other relevant information. Develop standards, guidelines, policies, and procedures designed to ensure the integrity of the database environment. Design, recommend, and implement procedures necessary to save, retrieve, and recover databases from hardware and software failures.
4. **Asset Management:** Collaborate with relevant stakeholders to establish and maintain an accurate inventory of facility assets within the CMMS, including spaces, equipment, machinery, infrastructure, and other resources. Implement asset tracking and lifecycle management processes to optimize asset performance and utilization. Prepares and develops database documentation, procedures, and definitions for data dictionaries.
5. **User Training and Support:** Develop training protocol and materials. Provide training to agency staff on the proper use of the CMMS system, including data entry, generating work orders, reporting, and other functionalities. Offer ongoing technical support and troubleshooting assistance to users as needed. Become an expert in users' needs, finding solutions to new needs and suggesting creative solutions utilizing available functions and technologies.
6. **Workflow Optimization:** Continuously review and refine workflows within the CMMS system to streamline processes, improve efficiency, and enhance productivity in managing facility maintenance tasks and operations.
7. **Preventive Maintenance Planning:** Develop and implement preventive maintenance schedules and programs within the CMMS platform to ensure timely inspections, servicing, and maintenance of facility assets and systems. Monitor compliance with scheduled maintenance tasks and identify opportunities for improvement.
8. **Reporting and Analysis:** Generate and analyze reports from the CMMS system to assess key performance metrics, trends, and areas for improvement in facility maintenance operations. Provide insights and recommendations to management based on data-driven analysis. Coordinate studies and the preparation of reports that include study findings, recommendations, and instructions for proposed system implementations; formulate logical descriptions of problems; and devise and implement optimum solutions.
9. **Compliance and Regulation:** Ensure compliance with relevant regulatory requirements, industry standards, and agency policies in the management of facility assets and maintenance activities. Keep abreast of changes in regulations and standards impacting facilities management practices.
10. **Vendor Management:** Coordinate with external vendors for CMMS support, including software provider and hosting services, for maintenance, repairs, and procurement of parts or supplies. Manage vendor contracts, agreements, and performance to ensure quality and cost-effective services.

May perform other related work as assigned.

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MINIMUM QUALIFICATIONS

- Completion of a Bachelor's degree in information systems, computer science, or a related field.
- Proven experience (3+ years) in administering and managing CMMS platforms, preferably in a facilities management or maintenance environment.
- Strong understanding of facility operations, maintenance practices, and asset management principles.
- Proficiency in CMMS software systems (e.g., Archibus by Eptura, Microsoft Dynamics, Brightly, IBM Maximo, eMaint, MVP One, etc.) and related tools.
- Certification in CMMS administration or related field (e.g. Certified Maintenance & Reliability Professional) is preferred.

KNOWLEDGE, SKILLS & ABILITIES:

- CMMS Software Systems: Proficient in the functionality and operation of Computerized Maintenance Management System (CMMS) software, with a deep understanding of database management, asset tracking, preventive maintenance scheduling, work order management, and reporting capabilities.
- Facility Operations: Comprehensive knowledge of facility management principles, including maintenance practices, asset management, regulatory compliance, and industry standards relevant to building systems, equipment, and infrastructure.
- Technical Aptitude: Strong technical skills in data analysis, system configuration, troubleshooting, and software integration to effectively administer and optimize CMMS platforms for facility management purposes.
- Communication: Excellent verbal and written communication skills to effectively convey technical information, provide training and support to users, and collaborate with internal teams and external stakeholders.
- Problem-Solving: Proficient problem-solving abilities to identify root causes of issues, develop practical solutions, and implement process improvements within the CMMS system to enhance efficiency and effectiveness.
- Time Management: Strong organizational skills and the ability to manage multiple tasks and priorities simultaneously, demonstrating efficiency in task allocation, time management, and resource utilization to meet deadlines and objectives.
- Attention to Detail: Meticulous attention to detail in data entry, documentation, and system maintenance to ensure accuracy, completeness, and integrity of information within the CMMS database.
- Initiative and Self-Management: Demonstrated ability to take initiative, work independently, and self-manage tasks and projects with minimal supervision, exhibiting a proactive approach to problem-solving and decision-making.
- Adaptability: Flexibility and adaptability to navigate through changes in priorities, requirements, and operational environments, adjusting workflows and strategies as necessary to maintain productivity and effectiveness. Show resilience in overcoming obstacles and challenges, seeking solutions and taking decisive action when faced with ambiguity or uncertainty.
- Collaboration: Strong interpersonal skills and the ability to collaborate effectively with diverse teams, departments, and external partners, fostering positive working relationships and facilitating cross-functional communication to achieve common goals.

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- Analytical Thinking: Sharp analytical skills to interpret data, identify patterns, trends, and opportunities for improvement, and translate insights into actionable recommendations to enhance facility maintenance operations and optimize CMMS utilization.
- Knowledge of the principles, practices, and techniques of computer databases, programming, and systems design; computer operations, systems, and procedures; project control and cost estimating techniques; computer database application systems; computer programming languages; data processing flowcharting techniques; database structures and theories; current database technologies; and data analysis, evaluation, and testing techniques.
- Complex problem solving skills and critical thinking, and in the use of a computer and applicable software.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This position functions primarily in a standard office environment with site visits to various other locations such as office buildings, warehouses, schools, medical labs, mechanical areas, construction sites, etc. Travel is required between different facility locations, primarily within Austin, for inspections or walkthroughs. Must be able to navigate and inspect all areas of our portfolio; this may include walking, climbing, or reaching. This position requires prolonged sitting, standing, and occasional lifting. There are no unusual dangers involved. The position holder must be able to work effectively with people under varying conditions and must be able to work longer than eight hours in a workday as necessary. *May require flexible hours and occasional overtime during peak periods.

[Note: This job description is a general outline of duties and responsibilities and may be updated or modified periodically to reflect changes in the agency's needs.]

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 25B Information Technology Specialist, 255A Information Services Technician (Warrant), CT Cryptologic Technician, 181X RL-Special Duty Officer-Cryptologic Warfare Officer, IT Information Systems Technician, CYB10 Cyber, 0671 Data Systems Administrator, 0670 Data Systems Engineering Officer (Warrant), 3D0X2 Cyber Systems Operations, Z Prefix Software Development Ops (SFSC Agnostic), 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_InformationTechnology.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.

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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 Number: 16519802

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