



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 20-94		
Business Title: Maintenance Specialist	State Classification: Maintenance Specialist V (Carpenter)	
Salary Group: A16	Salary: \$2,909.84-\$3,746.39 (Month) \$34,918.08-\$44,956.68 (Year)	Hours/Week: 7:00am-4:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 06/17/2020	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 2
Division: Facilities Maintenance and Operations	Program: Facility Maintenance	

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:

Under general supervision, this position leads and performs skilled maintenance carpentry work in TFC facilities in Austin.

ESSENTIAL FUNCTIONS:

- Records data concerning work activities on appropriate form or log.
- Operates various power saws (radial arm, skill, etc.), drills, buffers, grinders, sanders, etc. by hand.
- Fabricates wooden furniture and accessories (cabinets, tables, shelves, credenzas, display cases, frames, molding, railings, etc.).
- Reads profiles and blueprints.
- Installs/replaces floor & ceramic tiles. Hangs sheetrock. Tapes, floats, and texturizes sheetrock. Installs Formica on wood products.
- Performs skilled carpentry work in construction and repair of walls, ceilings, etc.
- Rebuilds/repairs wooden furniture and cabinetry.
- Trains personnel on the job in the performance of tasks.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited high school or equivalent, plus three (3) years of experience as a journeyman carpenter.
- One (1) additional year of experience as indicated above may substitute for one (1) year of the required education with a maximum substitution of four (4) years.
- Current Texas Class C Operator's License.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of materials, equipment, and procedures used in skilled carpentry work sufficient to perform tasks and train other personnel in the performance of tasks.
- Knowledge of applicable building codes.
- Skill in reading and understanding blueprints.
- Skill in estimating time, costs, and materials needed for carpentry projects.
- Skill in establishing and maintaining effective working relationships with state employees and the public.



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PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

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 12C Bridge Crewmember, 914A Allied Trades Warrant Officer (Warrant), AB Aviation Boatswains'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_ProgramManagement.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.

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: 14110281

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Texas Facilities Commission
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