

## State Preservation Board

### Posting # 2021-007

#### Maintenance Specialist I - 2 Positions

**Job Type:** Full Time - 6pm-3am, Monday-Friday

**Posting Dates:** January 5, 2021 - Until Closed

**Hiring Range:** \$1,981.75 - \$2,500.00 / a month

#### Organizational Overview:

The Texas State Preservation Board (TSPB) was established for the purpose of preserving, maintaining, and restoring the State Capitol and the 1857 General Land Office, which houses the Capitol Visitors Center. Since that time, the operations have expanded to include: maintenance of the Governor's Mansion, operating the Bullock Texas State History Museum and the Texas State Cemetery. The TSPB provides educational programs centered on Texas history, government and culture for the benefit of the citizens of Texas and its visitors.

#### Position Summary:

This position reports to the Facility Maintenance Manager with additional oversight from the Director of Facilities and is also responsive to direction from lead maintenance specialists. Utilizes and operates mobile sanitation machines throughout the State Capitol and Extension. Performs entry-level maintenance and repair work on plumbing, HVAC, steam, air conditioning, electrical, and mechanical equipment for the State Capitol and other historic buildings managed by the Agency including the Governor's Mansion. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

Work is performed in legislative offices and historic spaces including repairs of historic items. This position is not sedentary in nature and requires considerable physical and mental exertion, organization and planning. May be exposed to inclement or harsh weather conditions due to the scope and nature of job duties. Must consistently portray a professional, positive, and calm demeanor while working. The Maintenance Specialist works as part of a team focused on a service company approach to building maintenance. Displays sound judgment and maintains a professional, respectful, and service-oriented focus when interacting with other employees, building occupants and visitors.

Must be able to work extended hours in order to be considered. References will be required to verify experience. Must be able to pass a thorough criminal background check. **\*Work hours are based on the Agency's 360 day-per-year schedule and include weekends, evenings and holidays, including on short notice.**

**ESSENTIAL JOB DUTIES:** For purposes of this agency's job descriptions, "essential job duties" are defined as assigned tasks that are critical or fundamental to the position and not marginal. If an individual is qualified to perform the essential job duties, he or she must be able to perform the essential job duties with or without reasonable accommodation.

- This position will cross train with all trades of the Facilities team as assigned by the Maintenance Manager.
- Moves sanitation machines throughout the Capitol and Extension. Operates the machines by using technology via a tablet device.
- Assists in performing maintenance and repair work on electrical, HVAC, plumbing, steam, and other mechanical equipment.
- Performs routine light electrical maintenance work such as replacing lamps.
- Assists with installation, repair, and maintenance of a variety of commercial and residential plumbing fixtures including sinks, toilets, lift stations, and other related equipment.
- Works at all times using established safety techniques; continuously assesses safety conditions to ensure individual and workplace safety. Complies with all applicable OSHA, agency, local, state, and federal security and safety rules, regulations, and standards.
- Uses a personal computer to perform routine administrative tasks including work orders, and time reporting.
- Maintains positive working relationships with building occupants responding to requests and issues in a timely, professional, respectful, and service-oriented manner.
- Ability to work as an integral part of the Facilities team to meet the demands of competing work orders, priorities, and special projects.
- Maintains productivity enhancing communications and working relationships with co-workers and managers; third party contractors and suppliers.
- Remains abreast and complies with all applicable safety rules, regulations, standards and emergency procedures including applicable OSHA, Agency, local, state, and federal security and safety rules, regulations, and established

industry safety and security techniques and standards. Plans work with safety and security front of mind. Continuously assesses safety conditions to ensure individual and workplace safety and safety of visitors and staff. Promotes visitor safety and building security. Assists with building evacuation if necessary.

- Regular attendance is an essential job duty for all State Preservation Board positions.
- Must be flexible and perform all duties in a manner that promotes public confidence in the SPB and its staff.
- Performs all other duties as assigned.

**MINIMUM QUALIFICATIONS:** Experience in maintenance and repair work. Graduation from high school or equivalent. Must be able to operate electronic devices such tablets and smart phones. Experience in customer service or working with the public. Must be able to safely stoop, reach, bend, stretch, climb, crouch, lift, kneel; and stand and walk for long periods of time. Must be able to perform repetitive tasks and work in high elevations as needed. Must be able to safely perform physically and mentally demanding work in hot or cold conditions. Work conditions may include high electrical noise, poorly illuminated work areas and confined or underground spaces. Must possess the physical, visual and mental ability to safely navigate work areas as required. Must able to lift up to 50 pounds as needed.

**PREFERRED QUALIFICATIONS:** The ideal candidate will have experience maintaining and repairing buildings and facilities. Experience operating a work order system and handling service calls is preferred.

**To Apply:**

Submit a fully completed State of Texas application to the SPB by:

Email: [TSPB.employment@tspb.texas.gov](mailto:TSPB.employment@tspb.texas.gov)

Fax: (512) 463-3372

Mail or in person: 201 E. 14th Street, Suite 950, Austin, TX, 78701

**For an application and additional information:** See: <http://www.tspb.texas.gov/spb/employ/employ.html>

or call: (512) 463-5495. All resumes must be accompanied by a fully completed state applications. All applications must be received by the SPB by the close of business on the final day posted for consideration. Only candidates selected for an interview will be contacted.

**For additional information about our agency** please visit our website: <http://www.tspb.texas.gov/>

**Benefits:**

- Compensation package includes: medical, dental, vision and other insurance options, a defined benefit pension plan and 401K retirement option.
- Free parking provided, free Museum membership.
- Position offers a professional work environment.

**State Job Title: Maintenance Specialist**

**Classification: 9041**

**Salary Group: A-09**

**VETERANS: Military Occupational Specialty Codes (MOS): Army: 91E Allied Trades Spec., 12W Carpentry and Masonry Spec.; Navy: CM Construction Mechanic; Coast Guard: MK Machinery Tech; Marines: 1300 Basic Engineer, Construction and Equipment Marine; Air Force: 3E3X1 Structural.**

Veterans with other related MOS or additional duties pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Use your military skills to qualify for this position or other jobs. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military work experience and training into civilian job terms, qualifications and skill sets or for additional Military Crosswalk information go to <http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>.

**EEO Statement:**

The State Preservation Board is an equal opportunity employer and welcomes all qualified applicants without regard to national origin, race, color, religion, age, sex, sexual orientation, disability, genetic information, or Veteran status. In compliance with the Americans with Disabilities Act (ADAA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (512) 463-3633.

**Selection Information:**

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 are required to register with the Selective Service and may be asked to present proof of registration or exemption from registration upon hire.

The State Preservation Board uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).