

State Preservation Board

Posting #2021-011

Maintenance Specialist V - 2 Positions Available

Job Type: Full Time; **Work week is Wednesday-Sunday**, 8 a.m. – 5 p.m.

Posting Dates: March 25, 2021 until filled

Hiring Range: \$3,450.00 - \$4,250.00/ 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 of the Bullock Texas State History Museum (TSHM) and performs maintenance, repair, and inspection work on plumbing, HVAC, chillers, cooling tower steam generators, boilers, air conditioning, electrical, and other mechanical equipment for the Bullock Texas State History Museum and other historic buildings managed by the Agency including the Governor's Mansion and the State Capitol. May assign, prioritize and lead the work of others. Works under minimal supervision with extensive latitude for the use of initiative and sound independent judgment. Work is performed in and around the Museum. 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 display sound judgment, and portray a friendly, professional, respectful, positive demeanor and service-oriented focus when interacting with visitors, staff and the public. This position works as part of a team focused on a service company approach to building maintenance. Performs all other duties as assigned. Must be able to work extended hours in order to be considered. References will be required to verify experience and must be able to pass a thorough criminal background check. *The work schedule requires on-call periods after regular business hours.

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.

- Position is required to cross train with all trades of the Facilities team at the discretion of the Maintenance Manager.
- Performs maintenance, repair, or inspection work on electrical, plumbing, steam generators, boilers, air conditioning, chillers, cooling towers and other mechanical equipment.
- Performs maintenance on HVAC equipment and systems.
- Cleans, services, oils, and adjusts equipment; tightens fittings; aligns and repacks pumps, replaces belts; change motors; and changes and cleans filters.
- Uses building automation systems to change the temperature in different areas of a building using a computer or laptop.
- Performs routine electrical work; replaces lamps and ballasts; checks breakers; plugs, switches, fixtures and wires for appropriate operation.
- Installs, repairs, and maintains a variety of plumbing fixtures including, sinks, toilets, and related equipment.
- Works with event holders on the Museum grounds providing electrical services; works with the Museum event staff, vendors and maintains confidentiality of work-related information.
- May assign and supervise the work of contractors.
- Uses a personal computer to perform routine administrative tasks including work orders and ordering parts using agency purchasing system.
- Maintains a professional, respectful, and service-oriented focus, & productivity enhancing communications, when interacting with SPB employees, visitors, third party contractors and suppliers and the public.
- Responds to after hour's calls needing immediate attention and to emergency situations at the Museum or any state building managed by the SPB. Work hours are based on the Museum's 360 day per year schedule, and may include after regular business hours, holidays, and may vary on short notice.
- Promptly responds in emergency and urgent situations actively working to contain the situation including after usual business hours, weekends and holidays.
- 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.
- Responds promptly and according to TSHM procedures in the event of a building evacuation; communicating, and

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administering the Museum's building evacuation plan. Provides safe and direct assistance to visitors and employees in the event of a building evacuation.

- Regular attendance is an essential job duty for all State Preservation Board positions.
- Performs all duties in a manner that promotes public confidence in the State Preservation Board and its employees.
- Shall have the ability to drive legally in the State of Texas, and be insured by the State Preservation Board while driving Agency vehicles.
- Must be flexible and perform all other duties as assigned.

MINIMUM QUALIFICATIONS: Three (3) years experience in the maintenance and repair of buildings and facilities and three (3) years experience providing satisfactory customer service and handling service calls is required. Must have a high school diploma or equivalent. Experience working in a team environment, must be a proven team player with a service company approach to building maintenance. Must have a current driver license and safe driving record. Must be able to read basic wiring diagrams and perform repetitive tasks as needed. 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 be able to safely stoop, reach, bend, stretch, climb, crouch, squat, lift, kneel; and stand and walk for long periods of time. Must be able to work in high elevations as needed. Must be able to safely perform physically and mentally demanding work in hot or cold conditions. Must be able to lift up to 50lbs as needed.

PREFERRED QUALIFICATIONS: The ideal candidate will have five (5) or more years maintaining and repairing buildings and facilities along with a working knowledge of electrical, plumbing, and HVAC trades. Computer experience in a Windows environment and the ability to schedule and coordinate multiple projects is preferred.

To Apply:

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

Email: 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.

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.

Note that we are a State agency and therefore **a completed state application is required** to be considered for the job.

For additional information about our agency 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 V

Classification: 9045

Salary Group: A-16

VETERANS: Military Occupational Specialty Codes (MOS): Army: 91E Allied Trades Spec.; Navy: CM Construction Mechanic; Coast Guard: BM Boatswain's Mate; 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 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.

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