

State Preservation Board

Posting #2021-012

Maintenance Specialist IV

Job Type: Full Time; **Work week is Monday-Friday**, 8 a.m. - 5 p.m.

Posting Dates: March 19, 2021 until filled

Hiring Range: \$ 2,667.00 - \$3,167.00 monthly

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. Performs maintenance, repair, and inspection 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. May assign and/or supervise the work of others. Works under limited supervision with considerable 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. Position requires on-call periods after regular business hours, including evenings, nights and weekends. 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. 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. Must be able to pass a thorough criminal background check.

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 other trades of the Facilities team at the discretion of the Maintenance Manager.
- Works under the direction of Lead Maintenance Specialists and plans, schedules, and performs building repair, renovation, or restoration projects.
- Performs maintenance, repair, or inspection work on electrical, HVAC, plumbing, steam, and other mechanical equipment.
- Cleans, services, oils, and adjusts equipment; tightens fittings; aligns and repacks pumps, replaces belts; change motors; and changes and cleans filters.
- Understanding basic electron theory, how electricity travels, AC and DC currents, single phase and three phase circuits; and series and parallel circuits and Ohms Law troubleshoots basic electrical circuits. Reads basic wiring diagrams, and uses multi-meters to read voltage, current and resistance values.
- Familiarity with building automation systems and experience changing 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.
- Diagnoses and repairs problems with magnetic motor starters and remote start-stop stations.
- Installs, repairs, and maintains a variety of commercial and residential plumbing fixtures including sinks, toilets, lift stations, and other related equipment.
- Installs, repairs, maintains and adjusts a variety of door closers, locks, hardware, and automated door systems.
- Works with event holders on the Capitol Grounds providing electrical services. Works in legislators' offices and with Governor's staff; maintains confidentiality of work-related information.
- This position performs some carpentry and general maintenance repair, renovation, painting, and restoration.
- 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.
- May assign and/or supervise the work of others including contractors.
- Uses a personal computer to perform routine administrative tasks including work orders, time reporting, and ordering parts using agency purchasing system.
- Maintains positive working relationships with building occupants responding to requests and issues in a timely, professional, respectful, and service-oriented manner.

An Equal Employment Opportunity Employer

- 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.
- Promptly responds in emergency and urgent situations actively working to contain the situation including after usual business hours, weekends and holidays with little or no notice. Works varying schedules including nights and weekends based on business needs with little or no notice.
- 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.
- Shall have the ability to drive legally in the State of Texas, and be insured by the State Preservation Board while driving Agency vehicles.
- Performs all other duties as assigned.

MINIMUM QUALIFICATIONS: One (1) year experience in the maintenance and repair of buildings and facilities. One (1) year experience in satisfactory customer service, handling service calls. Graduation from a standard senior high school or equivalent. Experience in working with a team, 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 safely stoop, reach, bend, stretch, climb, crouch, 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. 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.

PREFERRED QUALIFICATIONS: The ideal candidate will have a license in electrical, plumbing, or HVAC trade; and three (3) or more years maintaining and repairing buildings and facilities. Computer experience and the ability to schedule and coordinate multiple projects are preferred as well as proven on-going vocational training.

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.

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 IV

Classification: 9044

Salary Group: A-14

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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