

Texas Historical Commission
Job Vacancy Notice

Classification Title:	Groundskeeper
Position Title:	Maintenance Specialist III
Job Posting Number:	20-2
Salary:	\$2,550.00-\$3,200.00/monthly
FLSA:	Non-exempt
Salary Group/Class #:	A-12/9043
Opening Date:	09/17/2019
Closing Date:	Until filled
Hours/Week:	40
Duration:	Regular, Full-time
Work Location Address:	Carrington-Covert House, 1511 Colorado Street, Austin, Texas 78701

JOB OBJECTIVE: Under the supervision of the Facilities Manager, this position will perform general building maintenance, custodial, grounds work, and other duties as assigned for the Texas Historical Commission's five Capitol Complex buildings. Work includes, but is not limited to, general maintenance and repairs to buildings, utility systems, and grounds; custodial duties and detailed cleaning; operating motorized equipment; requisitioning materials and supplies; organizing and maintaining an on-site maintenance workshop and maintaining records. Support administrative staff in running errands, setting up or breaking down for quarterly meeting or similar events. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Adhere to, maintain, and update the cyclical maintenance plan for the historic buildings, furnishings, and grounds, ensuring its completion each year.
2. Perform general building maintenance (e.g. change light bulbs, replaces A/C filters, drain clearing, painting and caulking, change batteries in smoke detectors, door locks and emergency egress light fixtures).
3. Perform carpentry work, such as the installation, alteration, repair, and maintenance of historic buildings, doors, windows, wood trim, fixtures, and furniture; install shelves, cabinets, paper towel dispensers, ADA grab bars, and similar components; works on historic buildings under direction of the Facilities Manager.
4. Perform routine interior and exterior maintenance painting (includes stripping, scraping, patching, filling, caulking, sealing, and all related prep).
5. Perform custodial duties (e.g. vacuuming, dusting, sweeping, mopping, washing windows, surfaces, and walls, cleaning restrooms, emptying trash and recycling).
6. Perform detailed housekeeping duties (dust/polish office and historical furniture, clean wood trim, blinds, sills, light fixtures, vents, drapes, upholstery, and rugs).
7. Perform daily and seasonal grounds keeping work, such as mowing, edging, trimming hedges and branches; planting, fertilizing, watering trees and shrubs; mulching, weeding, and re-grading gardens; sweeping and cleaning walkways, decking, porches and entryways, stairs, landings, balconies and railings; picking up and disposing of debris, trash, sticks and branches, leaves, weeds, and clippings.
8. Repair and maintain site irrigation systems. Ensure equipment is running properly and effectively according to landscaping demands.
9. Perform pest management for grounds and buildings (including attics and crawlspaces). Set and monitor rodent traps. Identify and seal potential access points along building exterior.
10. Perform quarterly downspout and rooftop gutter cleaning, as well as clearing storm drains and catch basins.

11. Perform preventative and regular maintenance and repairs on equipment, tools, and grounds keeping equipment such as lawn mowers, weed-eaters, and hedge trimmers.
12. Clean and maintain garden fountain.
13. Assist with setup and moving office furniture (e.g. desks, bookshelves, tables, file cabinets, etc.).
14. Provide general support to administrative staff, to include running errands and setting up/breaking down for quarterly meetings and other similar events
15. Maintain and care for state vehicles. Schedule maintenance work to be done according to the vehicle's mechanical warranty guide.
16. Receives, schedules, and completes maintenance/repair requests in a timely fashion.
17. Identify maintenance issues and create plans to fix problems. Communicates concerns and recommendations promptly to the Facilities Manager.
18. Stocks, orders, and keeps inventory of materials and supplies for restrooms, utility closets, attics, and sheds.
19. Maintain records and prepare reports. Document, photograph (as necessary), and maintain records on all work projects, maintenance, chemical applications, and equipment repairs.
20. Maintain, clean and organize maintenance sheds so that tools, equipment, and materials are stored neat and orderly and in a safe, secure environment which is conducive to site's work and repair needs.
21. Perform inspections of and maintains and operates equipment and tools according to site safety guidelines.
22. Participate in special event preparations and activities, including but not limited to setting up and taking down tables, chairs, parking signage and security.
23. Develop material and supply purchase lists and cost estimates for grounds and building maintenance; orders parts and supplies once they have been approved.
24. Monitor contractual workers and service vendors. Keeps the Facilities Manager apprised of all maintenance activities.
25. Identify maintenance issues and communicate concerns promptly to the Facility Manager.
26. May assist in scheduling and completing special projects.
27. Adhere to established work schedule with regular attendance.
28. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

29. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from a senior high school or the equivalent;
- Minimum three year's work experience in construction, maintenance and repair work;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 5% of the work period.

PREFER:

- Education supplemented by vocational training in a designated trade;
- Experience with historic structure general maintenance, renovation and restoration;

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general techniques in maintenance and custodial duties;
- Knowledge of the planting and care of trees, shrubbery, flowers, gardens, fruit and ornamental trees and lawns;
- Knowledge of hand and power tools, equipment operation and maintenance shop safety;
- Knowledge of the construction, repair, maintenance and operation of buildings, equipment and utility systems;
- Knowledge of building materials and fire and safety regulations;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in providing customer service excellence;
- Skill in operating a personal computer with word processing, and outlook email;
- Ability to work in confined spaces;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;

- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

- Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles;
- Ability to receive and maintain CPR and First Aid certifications; and
- OSHA 10-hour certificate or obtain within six months of employment.

ENVIRONMENT/PHYSICAL CONDITIONS: This position is housed in a state building next to the agency's headquarters near the State Capitol in Austin and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Work involves; pulling and pushing; kneeling, stooping and bending; safely climbing ladders; safely lifting items up to 50 pounds. The workplace setting is in an office and in outdoor settings where there is exposure to high temperatures, weather, dust, insects and pollution. Work includes traveling on uneven pathways and confined spaces. On occasion, work may be performed on weekends to oversee disruptive or emergency work.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Maintenance.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

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