

Texas Historical Commission Job Vacancy Notice

Position Title:	Maintenance Supervisor
Classification Title:	Maintenance Supervisor I
Job Posting Number:	22-2000-48
Salary:	\$3,000.00-\$3,367.65/month
Salary Group/Class#:	A15/9053
FLSA:	Non-Exempt
Opening Date:	05/06/2022
Closing Date:	Until Filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	Mission Dolores State Historic Site, 701 S Broadway St, San Augustine, TX 75972

JOB OBJECTIVE: Under the direction of the site manager, this position is responsible for the maintenance duties for Mission Dolores State Historic Site of the Texas Historical Commission (THC). Work involves planning, scheduling, performing and overseeing maintenance and repair work at the historic site. The maintenance supervisor also assists with daily operations of the historic site to include: tours, revenue collections, cash register and credit card transactions for admission fee and the museum store. Work under moderate supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Plan, schedule and perform maintenance and repair work, such as plumbing, carpentry, painting, and electrical.
2. Perform daily and seasonal grounds keeping work, such as mowing, edging, trimming hedges and branches, fertilizing and watering trees and shrubs; removal of dead plants, debris, trash and weeds, and removal of trees and branches that may pose hazards.
3. Identify maintenance issues and create plans to fix problems. Communicate concerns and recommendations promptly to the site manager. Coordinate work assignments with site manager to ensure efficient and effective use of all resources.
4. Calculate material and labor costs for maintenance projects. Develops purchase estimates for grounds and building maintenance and orders parts and supplies once they have been approved. Meet with vendors to determine scope of work for special projects.
5. Maintain security system, HVAC, well, sump pump, lighting, fountain, and irrigation systems.
6. Perform site pest management for grounds and trees. Apply pesticides, fungicides, and/or herbicides using proper equipment and approved methodologies.
7. Maintain and update the cyclical maintenance plan for the historic site and non-historic buildings and grounds and ensures its completion each year.
8. Participate in special event preparations and activities, including but not limited to setting up and taking down tables, tents, chairs, parking signage and security.
9. Conduct inspection of buildings, equipment, and grounds for security and needed repairs.
10. Maintain records of materials used on the job and for custodial purposes and restock, as needed.
11. Supervise and track pest control management.

12. Maintain vehicles and submit monthly vehicle reports. Schedule maintenance work to be done according to the vehicle's mechanical warranty guide.
13. Perform carpentry work such as the installation, alteration, repair, and maintenance of non-historic buildings, doors, windows, wood fixtures, and furniture.
14. Maintain and repair electrical outlets, switches, fixtures, and accessories and splices wires and cables.
15. Perform maintenance work such as painting, plumbing, electrical, HVAC, and mechanical.
16. Maintain fire extinguishers and keeps records on their maintenance.
17. Obtain material and supplies and assist with purchase requests for needed items.
18. Supervise the work of others, including volunteers and community service.
19. Perform other work as assigned; may include regular custodial duties, tours, and programming for the public.
20. Act as the sites Safety Officer to ensure compliance with safety regulations and the proper use of Personal Protective Equipment.
21. Perform site safety and emergency preparedness meetings and inspections and performs training as needed. Attend State Office of Risk Management (SORM) training, as necessary.
22. Provide general assistance, information, and direction to site visitors, conducts occasional visitor sales using the Point of Sale (POS) program, answers phones and takes messages as necessary.
23. Work with THC staff architects and provide photos and reports as requested. Work closely with contractual maintenance as needed.
24. Adhere to established work schedule with regular attendance.
25. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

26. 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 GED equivalent;
- Minimum four years' general maintenance experience in repairing buildings, equipment, plumbing, electrical systems, and grounds maintenance.
- Work experience such as operating lawn mowers, tractors, trucks, and power hand tools.
- Work experience supervising the workflow of maintenance projects.
- 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:

- Work experience with historic structure general maintenance, renovation, and repair.
- Experience working with the public, volunteers and/or students.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the repair, maintenance, and operation of buildings and electrical systems;
- Knowledge of building materials and fire and safety regulations;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in areas such as carpentry, electrical, plumbing, painting, equipment/vehicle repair, trail maintenance and mowing/trimming;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in the use of hand and power tools and equipment operation and maintenance;
- Skill in the use of grounds keeping and maintenance tools and, in the operation, and maintenance of motorized equipment;
- Skill in providing customer service excellence to both internal and external customers;

- Ability to operate a personal computer with word processing, database and spreadsheet software;
- Ability to perform maintenance, to follow instructions, and to interpret drawings and diagrams;
- Ability to interact professionally and cooperate productively with co-workers, supervisors, volunteers and stakeholders in a team environment;
- 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.

ENVIRONMENT/PHYSICAL CONDITIONS: The workplace setting is a historic site, in an office and in outdoor settings where there is exposure to high temperatures, weather, dust, insects and pollution. This employee typically works irregular hours other than 8:00 a.m. to 5:00 p.m., with days off other than Saturdays, Sundays or holidays. Work involves pulling and pushing, kneeling, stooping and bending, safely climbing, safely lifting items up to 50 pounds. Work includes traveling on uneven pathways and unpaved surfaces.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the [CAPPS website](#). 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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AFFIRMATIVE ACTION EMPLOYER