Texas Historical Commission
Job Vacancy Notice

Position Title:	Maintenance Specialist
Classification Title:	Maintenance Specialist IV
Job Posting Number:	22-2400-15
Salary:	$2,900.00-$3,276.23/Month
Salary Group/Class#:	A12/9044
FLSA:	Non-Exempt
Opening Date:	11/08/2021
Closing Date:	Until Filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	San Jacinto Battleground State Historic Site, 3523 Independence Parkway South, La Porte, TX 77571

JOB OBJECTIVE: Perform complex (journey-level) utilities and building maintenance, construction, and grounds work for the San Jacinto Battleground State Historic Site of the Texas Historical Commission (THC). Most essential component is operations of the site's water and wastewater plants (WTP/WWTP) within regulatory compliance and within TCEQ (Texas Commission on Environmental Quality), EPA (Environmental Protection Agency), and THC rules and regulations. Work includes performing preventative, cyclical, and regular maintenance on all components of the water and wastewater treatment plants including identifying issues and developing plans to fix them. Other work involves caring for and maintaining the appearance of grounds and landscape, maintaining, and repairing grounds and structures, maintaining tools, supplies, and equipment in good repair. Work includes general custodial duties, cleaning, maintaining, and repairing site facilities, buildings, utility systems, and stationary equipment; operating motorized equipment; requisitioning materials and supplies; organizing and maintaining an on-site maintenance workshop and maintaining records. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Perform preventative, cyclical, and regular maintenance on all components of WTP/WWTP.
2. Operate WTP/WWTP in compliance with TCEQ, EPA, and THC rules and regulations.
3. Maintain and update the cyclical maintenance plan for the historic site and non-historic buildings and grounds and ensures its completion each year.
4. Perform daily and seasonal grounds keeping work, such as mowing, edging, trimming hedges and branches, fertilizing and watering trees and shrubs; removal of debris, trash and weeds, and removal of trees and branches that may pose hazards.
5. Perform site pest management for grounds and trees. Applies pesticides, fungicides, and/or herbicides using proper equipment and approved methodologies. Performs basic custodial work and maintenance.
6. Perform preventative and regular maintenance and repairs on equipment, tools, and grounds keeping equipment such as lawn tractors, weed eaters and hedge trimmers.
7. Maintain and care for state vehicles. Schedule maintenance work to be done according to the vehicle's mechanical warranty guide.
8. Receive requests for maintenance and repairs and schedules and completes the maintenance and repair work.
9. Identify maintenance issues and create plans to fix problems. Communicates concerns and recommendations promptly to the site manager.
10. Maintain records and prepare reports. Document, photograph, and maintain records on all work projects, maintenance, chemical applications, and equipment repairs.
11. Perform minor building maintenance, i.e., changes light bulbs, repairs minor structural damage, and replaces safety lighting.
12. Perform carpentry work such as the installation, alteration, repair, and maintenance of non-historic buildings,

doors, windows, wood fixtures, and furniture.
13. Maintain and repair electrical outlets, switches, fixtures, and accessories and splices wires and cables.
14. Perform maintenance work such as painting, plumbing, electrical, HVAC, and mechanical.
15. Maintain a clean and organized maintenance shop so that lawn, garden and building maintenance equipment are stored in a safe, secure environment conducive to site's work and repair needs.
16. Perform inspections of and maintains and operates equipment and tools according to site safety guidelines.
17. 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.
18. Participate in special event preparations and activities, including but not limited to setting up and taking down tables, chairs, parking signage and security.
19. Perform site safety and emergency preparedness meetings and inspections and performs training as needed.
20. Attend State Office of Risk Management (SORM) training as necessary.
21. 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.
22. Attend staff meetings. Supervise community service volunteers, other grounds volunteers, and monitors contractual workers. Keeps the site manager apprised of all maintenance activities.
23. Work with THC staff architects and provide photos and reports as requested. Work closely with contractual maintenance as needed.
24. May train, lead, assign, and/or prioritize the work of others.
25. Adhere to established work schedule with regular attendance.
26. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

27. 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 four year's work experience in construction, maintenance, and repair work;
- Experience in equipment and vehicle maintenance;
- Experience in water and/or wastewater plant operations;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

PREFER:

- Education supplemented by vocational training in a designated trade;
- Experience with historic structure general maintenance, renovation, and restoration; and/or
- Class C and/or D water and wastewater license from Texas Commission for Environmental Quality.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general techniques in maintenance and custodial duties.
- Knowledge in the operation of water and/or wastewater plant operations
- Knowledge of the planting and care of trees, shrubbery, flowers, gardens, fruit and ornamental trees and lawns;
- Knowledge of fertilizers, herbicides, insecticides, and fungicides;
- 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 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.
- Must have or obtain a class "D" water and wastewater license from the Texas Commission for Environmental Quality within 1 year of employment and a "C" water and wastewater license from the Texas Commission for Environmental Quality within 2 years of employment.
- Ability to receive and maintain CPR and First Aid certifications within the first 90 days of employment.

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. Required to respond to an emergency situation.

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:

https://hr.sao.texas.gov/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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