

## Texas Historical Commission Job Vacancy Notice

<b>Position Title:</b>	Maintenance Supervisor
<b>Classification Title:</b>	Maintenance Supervisor II
<b>Job Posting Number:</b>	24-500-19
<b>Salary:</b>	\$3,900.00-\$4,241.78/month
<b>Salary Group/Class#:</b>	A16/9054
<b>FLSA:</b>	Non-exempt
<b>Opening Date:</b>	10/12/2023
<b>Closing Date:</b>	Until Filled
<b>Duration:</b>	Regular, Full-time
<b>Hours/Week:</b>	40
<b>Work Location Address:</b>	Eisenhower Birthplace State Historic Site, 609 S. Lamar Ave., Denison, TX 75021

**JOB OBJECTIVE:** Under the direction of the site manager, this position is responsible for overseeing the daily operation, maintenance, and repair of facilities, ground, and equipment within the Eisenhower Birthplace and Sam Rayburn State Historic Sites of the Texas Historical Commission (THC), including all associated administrative duties as related to the maintenance functions such as purchasing, detailed inventory and equipment logs, training and proficiency logs, onsite procedural development and training, etc. Work involves planning, scheduling, performing, and overseeing maintenance and repair work at the historic site. Supervise the work of others, as well as work under general supervision, with moderate latitude for the use of initiative and independent judgment.

### **ESSENTIAL DUTIES:**

1. Oversee, plan, schedule, perform, and provide direction to staff on maintenance and repair work, such as plumbing, carpentry, painting, and electrical.
2. Oversee, plan, and develop workflow for both sites' maintenance staff, community service, and volunteer staff.
3. Develop, update, and maintain Site Standard Operating Procedures.
4. Develop, schedule, oversee, and perform weekly proficiency training to include proper record keeping.
5. Oversee, plan, schedule, perform, and provide direction to staff on daily and seasonal groundskeeping 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 safety hazards.
6. Communicate concerns and recommendations promptly to the Site Manager.
7. Calculate material and labor costs for maintenance projects. Develop purchase estimates for grounds and building maintenance and prepare purchasing documentation for approval.
8. Meet with vendors and contractors to determine the scope of work for special projects.
9. Oversee and maintain security system, HVAC, well, sump pump, lighting, fountain, and irrigation systems.
10. Oversee and perform site pest management for grounds and trees. Apply pesticides, fungicides, and/or herbicides using proper equipment and approved methodologies.
11. Develop, update, oversee, and maintain the maintenance plan for the historic site and non-historic buildings and grounds and ensure its completion each year.
12. Supervise, assists in planning, and participate in special event preparations and activities, including but not limited to performing, scheduling, and overseeing staff, community service, and volunteer staff in a task such as setting up and taking down tables, tents, chairs, parking signage, and security.
13. Oversee, schedule, and perform inspections of buildings, equipment, and grounds for safety and maintenance repairs, including the development and maintenance of proper documentation and logs for record-keeping and trending analysis for future preventative maintenance measures.
14. Develop, oversee, and Maintain inventory records and logs of equipment, machines, tools, hazard materials, and consumables for proper safety measures, preventive maintenance, identification, and restocking purposes.

15. Oversee and track pest control management and record keeping.
16. Oversee and Maintain vehicles to include proper record keeping and submissions of monthly vehicle reports. Oversee, schedule, and perform maintenance work to be done according to the vehicle's mechanical warranty guide.
17. Oversee, schedule, and perform carpentry works such as the installation, alteration, repair, and maintenance of non-historic buildings, doors, windows, wood fixtures, furniture, decks, and walking bridges.
18. Oversee, schedule, perform, and repair electrical outlets, switches, fixtures, accessories, and splices of wires and cables.
19. Oversee, schedule, and perform maintenance work such as painting, plumbing, electrical, HVAC, and mechanical.
20. Oversee, schedule, and perform monthly inspections, including record keeping of fire extinguishers, smoke detectors, GFCI outlets, and emergency lighting.
21. Complete and maintain purchasing documentation for the procurement of maintenance-related equipment, tools, machines, and consumables.
22. Oversee, plan, schedule, and supervise the work of others, including maintenance staff, volunteer staff, contract work, and community service.
23. Develop, update, maintain, and oversee the Site Safety Program.
24. Oversee as the site's Safety Officer to ensure compliance with safety regulations and the proper use of Personal Protective Equipment.
25. Develop, update, and maintain site safety procedures to include Job Safety Analyses (JSA's)
26. Develop and maintain weekly and monthly staff safety and emergency preparedness meetings. Attend State Office of Risk Management (SORM) training as necessary.
27. Develop and maintain the site safety training with all sites classified, hourly, community service, and volunteer staff to include proper record keeping.
28. Provide general assistance, information, and direction to site visitors, conduct occasional visitor sales using the Point of Sale (POS) program, answer phones, and take messages, as necessary.
29. Work with THC staff architects and provide photos and reports as requested.
30. Oversee, plan, and schedule of contractual maintenance as needed.
31. Develop, oversee, schedule, and perform daily/weekly/monthly safety inspections to include all record keeping.
32. Develop and maintain appropriate safety logs and Safety Data Sheet (SDS) Books.
33. Adhere to an established work schedule with regular attendance.
34. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

35. 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 five years' general maintenance experience in repairing buildings, equipment, plumbing, electrical systems, and grounds maintenance;
- Experience in project management and oversight of a complex operation with frequently changing priorities;
- Work experience operating lawnmowers, 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 20% 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 building and ground maintenance techniques of plumbing and heating systems, sanitation practices, electric systems, fire, and safety regulations and procedures;
- Knowledge of the repair, maintenance, and operation of buildings and electrical systems;

- Effective verbal and written communication, human relations, and organizational skills;
- Skill in planning, assigning, and/or supervising the work of others.
- Skill in areas such as carpentry, electrical, plumbing, painting, equipment/vehicle repair, trail maintenance, and mowing/trimming;
- Skill in effectively managing multiple projects simultaneously and ensuring completion.
- Skill in the use of hand and power tools and equipment operation and maintenance;
- Skill in the use of groundskeeping and maintenance tools and 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.

Ability to receive and maintain CPR and First Aid certifications within the first 90 days of employment and

Must possess or be able to obtain a Non-Commercial Pesticide Applicator License issued by the Texas Department of Agriculture.

**ENVIRONMENT/PHYSICAL CONDITIONS:** The workplace setting is a historic site, in an office and in outdoor settings where there is exposure to high and low 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 and carrying items up to 50 pounds, operating heavy machinery/equipment, driving, and operating a computer. Work includes traveling on uneven pathways and unpaved surfaces.

**REMARKS (Application procedures, Special requirements):** The 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 the 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](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Maintenance.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://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.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYER**