

## Texas Historical Commission Job Vacancy Notice

<b>Position Title:</b>	Historic Architectural Easement Monitor
<b>Classification Title:</b>	Environmental Protection Specialist II/III or Architect I
<b>Job Posting Number:</b>	24-13
<b>Salary:</b>	\$4,516.00-\$5,565.00/Month (Commensurate with experience, skills, and licensure)
<b>Salary Group/Class#:</b>	B-18/2652, Environmental Protection Specialist II (\$4,516.00-\$4,716.00) B-20/2653, Environmental Protection Specialist III (\$4,716.00-\$5,000.00) B-21/2260, Architect I (\$5,000.00-\$5,565.00)
<b>FLSA:</b>	Exempt
<b>Opening Date:</b>	10/05/2023
<b>Closing Date:</b>	Until filled
<b>Duration:</b>	Regular/Full-time
<b>Hours/Week:</b>	40
<b>Work Location Address:</b>	Elrose Building, 2nd Floor, 108 West 16th Street, Austin, TX 78701

**JOB OBJECTIVE:** Perform complex historic architectural conditions assessments and provide technical assistance to preserve and protect Texas' diverse architectural heritage. As part of a three-member team for the newly created Easement Program in the Division of Architecture (DOA), review changes to easement-protected properties and serve as the first line of communication on preservation practices to the general public, property owners, architects, consultants, contractors, and government agencies. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

### **ESSENTIAL DUTIES:**

1. Perform annual monitoring activities at historic properties on which THC holds an easement or deed covenant to ensure property owner compliance and support the preservation of the historic and architectural character of properties in the program.
2. Assess, inspect, and report on the condition of properties and their character-defining features using written and photographic documentation methods.
3. Utilize baseline data, including architectural drawings and photographs, to assess changes in a property's condition and assist owners in maintaining their properties.
4. Enter monitoring data into the Web-based Easement Database Application to create monitoring reports or update baseline conditions.
5. Regularly communicate both verbally and in written form with property owners to notify them of upcoming monitoring activities, easement violations, or other feedback.
6. Provide assistance to property owners to self-report on the current condition of their property.
7. Provide written and verbal technical assistance on the preservation, rehabilitation, and restoration of historic properties in keeping with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and the terms of their easement or covenant.
8. Present results and data to an internal Easement Committee and collaborate to determine priorities for future easement monitoring.
9. Work collaboratively within the Division of Architecture with the Courthouse Preservation, Federal and State Review, and Disaster Assistance teams regarding the implementation of the Easement Program and associated project reviews.
10. Perform on-site consultation with the public, architectural consultants, and government officials regarding appropriate preservation techniques.

11. Participate in conferences and workshops and speak to communities and professional groups about the Texas Historical Commission's programs to encourage participation.
12. Serve as a liaison to other THC staff, government agencies, community organizations, and the general public to explain and provide technical assistance on program specifics and requirements.
13. Assist in the collection, organization, analysis, and/or preparation of materials in response to requests for program and project-specific information and reports.
14. Assist in developing and updating the agency website, submitting social media content, and writing agency or outside publications.
15. Adhere to an established work schedule with regular attendance.
16. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

17. Perform other duties as assigned.

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

- Master's degree in historic preservation, architecture, architectural history, or a closely related field; or a professional architecture degree (Bachelor or Master of Architecture) from a National Architectural Accreditation Board (NAAB) accredited college or university (or a comparable internationally- accredited professional architecture degree) with coursework in historic preservation;
- Minimum one year of full-time professional work experience on historic preservation projects in the private or public sector for a preservation non-profit organization or a university program;
- Valid driver's license, acceptable driving record, and ability to drive a state vehicle; and
- Ability to travel up to the required 40% of the work period.

**PREFER:**

- Meet the Secretary of the Interior's Historic Preservation Professional Qualifications Standards in History, Architectural History, or Historic Architecture;
- Experience with architectural procedures, including application of the *Secretary of the Interior's Standards for the Treatment of Historic Properties*;
- Experience working directly with architects and/or property owners to develop treatment recommendations, monitor activities, and execute historic preservation projects;
- Experience in regulatory review related to easement monitoring and management;
- Experience conducting historic resource surveys;
- Experience utilizing geographic information systems (GIS) and/or
- Demonstrated public speaking and writing skills.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of architectural principles, techniques, and procedures;
- Knowledge of historic and modern building materials and construction methods;
- Knowledge of state and federal laws related to historic preservation;
- Skill in documenting buildings through photography and written descriptions;
- Skill in interpreting architectural construction drawings and specifications;
- Skill in interpreting real property records, including easements and deed covenants;
- Skill in providing excellent customer service to both internal and external customers;
- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- Ability to gather, assemble, correlate, and analyze facts;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to explain complex issues in a clear and concise manner through written and verbal communication;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to adapt successfully to change while continuing to deliver quality results in a timely manner;
- Ability to plan, organize, and work independently within the framework of a diverse team environment with cooperative decision-making;

- Ability to communicate with others using sensitivity, tact, and diplomacy;
- Ability to work in partnership with government officials;
- 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. Architect I, must be registered as an Architect by the Texas Board of Architectural Examiners.

**ENVIRONMENT/PHYSICAL CONDITIONS:** This position is housed in a state building near the state capitol in Austin and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. In addition to office work, duties will include evaluating historic structures, which may involve entering attics, crawlspaces, and other dark, damp, or confined spaces, as well as climbing ladders, using boom lifts, and walking on roofs. Work may involve extended periods working outdoors in hot or cold conditions. Work includes visiting active construction sites where loud noises, dust, and uneven walking surfaces may be encountered. Mostly sedentary in nature but may involve walking, standing, pulling, and pushing; kneeling, stooping, and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Applicants must be willing to travel, and overnight travel is often required. This position attends and sometimes presents at conferences, meetings, and workshops, requiring evening and weekend work hours. **Telework policy permits up to three days per week of remote work.**

**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 (gender, sexual orientation, and pregnancy), national origin, disability, age, military status, genetic information, or protected activity 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.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_EngineeringandDesign.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.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**