

Texas Historical Commission Job Vacancy Notice

Position Title:	Maintenance Specialist
Classification Title:	Maintenance Specialist IV
Job Posting Number:	24-2200-31
Salary:	\$3,214.99-\$3,722.81/Month
Salary Group/Class#:	A15/9044
FLSA:	Non-Exempt
Opening Date:	11/10/2023
Closing Date:	Until Filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	Kreische Brewery and Monument Hill State Historic Site, 414 TX-92 Spur, La Grange, TX 78945

JOB OBJECTIVE: Under the direction of the maintenance supervisor, this position is responsible for performing complex (journey-level) building maintenance, construction and grounds work for Kreische Brewery/Monument Hill State Historic Sites of the Texas Historical Commission (THC). Work involves caring for and maintaining the appearance of grounds and gardens, 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. Under the direction of the Maintenance Supervisor, assist with the maintenance and updates of the maintenance plan for the historic site and non-historic buildings and grounds.
2. Assist and act as a safety officer to ensure compliance with safety regulations and may be the first responder during site emergencies.
3. 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.
4. Perform site pest management for grounds and trees. Applies pesticides, fungicides, and/or herbicides using proper equipment and approved methodologies.
5. Performs basic custodial work and maintenance as described in the maintenance plan.
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. Assist the Maintenance Supervisor in scheduling maintenance work to be done according to the vehicle's mechanical warranty guide.
8. Perform maintenance and repairs according to preventive maintenance, routine maintenance, and non-routine maintenance needs.
9. Identify maintenance issues and create plans to fix problems. Communicates concerns and recommendations promptly to the Maintenance Supervisor.
10. Assist the Maintenance Supervisor with maintaining records and prepare reports.
11. Perform minor building maintenance: i.e., changes light bulbs, repairs minor structural damage, and replaces safety lighting (both inside and out).
12. Perform carpentry work such as the installation, alteration, repair, and maintenance of non-historic buildings, doors, windows, wood fixtures, and furniture; works on historic buildings as directed by staff architects and with the supervision of the Maintenance Supervisor.

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 which is 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. Attend site safety and emergency preparedness meetings. Conduct safety inspections and training as needed. Attends State Office of Risk Management (SORM) training as necessary.
20. Assist the Maintenance Supervisor as needed with material and labor costs for maintenance projects. Assist the Maintenance Supervisor with purchase estimates for grounds and building maintenance and ordering of consumables as needed.
21. Attend staff meetings. Supervise community service volunteers, other grounds volunteers, and monitors contractual workers. Keeps the Maintenance Supervisor apprised of all maintenance activities.
22. Work with THC staff architects and provide photos and reports as requested. Work closely with contractual maintenance as needed.
23. May train others.
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 the equivalent;
- Minimum four 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 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
- Mechanical experience on equipment, such as tractors, mowers, small engines, and attachments.

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 fertilizers, herbicides, insecticides, and fungicides;
- 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 to both internal and external customers;
- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- 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

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, operating a computer. 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 (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:

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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AFFIRMATIVE ACTION EMPLOYER**