



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 24-89		
Business Title: Property Supervisor	State Classification: Program Supervisor III	
Salary Group: B19	Salary: \$4,584.00 - \$5,834.00 (month) \$55,008.00 - \$70,008.00 (year)	Hours/Week: 12:00 pm-9:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 04/19/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations		Program: FMO-Property Services

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

Performs complex administrative and supervisory program work in the custodial department of FMO. Work involves establishing program goals and objectives; developing program guidelines, procedures, and policies; developing schedules, priorities, and standards for the assigned custodial teams. Supervises the work of others in the assigned custodial programs. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Works closely with the custodial manager.

ESSENTIAL FUNCTIONS:

Supervises the work of assigned program staff and provides training and technical assistance in the program area of Custodial Department.

Prepares and reviews reports on the effectiveness of program activities as required by the Custodial Manager.

Prepares work orders as they pertain to the specifics of the Custodial Department.

Address the training needs of the team and attempts to be proactive in determining the needs of the customers in the areas that are supported.

Confers with staff on program issues and problems to identify and implement solutions.

Plans, implements, coordinates, monitors the assigned work of the custodians and works closely with the custodian manager in addressing employee and program needs.

Performs other duties as assigned to support the overall goals of the custodial department.

MINIMUM QUALIFICATIONS:

- Four (4) years or more experience in a custodial or hospitality field within a school, office, laboratory, hospital, or similar facility.
- Two (2) years or more experience in a supervisory or leadership role.
- Two (2) years or more experience using commercial and/or industrial custodial and/or laundry equipment.
- One (1) year or more experience moving standard office furniture, tables, chairs, and other related items.
- Graduation from a standard senior high school or completion of GED
- Education and experience may be substituted for one another on a year-for-year basis.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of cleaning techniques and procedures, inventory control principles and methods and safety and infection control regulations and procedures.



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- Skill in the use of personal computers and applicable programs, applications, and systems.
- Skill in the use of custodial materials and chemicals and in the operation of custodial equipment.
- Ability to plan, organize, to coordinate work projects; and to plan, assign, and/or supervise the work of others.
- Ability to lead, instruct, and train employees.
- Ability to follow safety policies and procedures.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This position functions in a standard office environment. The position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. This will also require the ability lift, bend, stoop, and potential climb stairs. This position holder must be able to work effectively with people under varying conditions and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 40 lbs. and perform tasks requiring fine motor skills and coordination.

WORK SCHEDULE:

- 12:00 PM to 9:00 PM, Monday through Friday.
- Must be able to work flexible hours during a legislative session and as needed.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of OS Operations Specialist, 611X LDO Deck, OS Operations Specialist, OSS Operations Systems Specialist (Warrant), 8U000 Unit Deployment Manager, 16GX Airport Operations Staff Officer, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

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As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office. We are unable to sponsor or take over sponsorship of an employment Visa.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 16547888

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