



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 24-95		
Business Title: Groundskeeper	State Classification: Groundskeeper III-IV	
Salary Group: A10-A12	Salary: \$2,677.00-\$3,040.00 (month) \$32,124.00-\$36,480.00 (year)	Hours/Week: 7:00am – 4:00pm, M-F
Location: Central Services Building, 1711 San Jacinto Blvd, Austin, Texas 78701		
Posting Date: 04/19/2024	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: none	Openings: 1
Division: Chief Operations		Program: 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 moderately complex (journey-level) grounds and building maintenance work. Work involves caring for and maintaining the appearance of grounds and exterior areas of state buildings, and maintaining and repairing tools, equipment, and supplies. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- ◆ Performs grounds maintenance work, such as mowing, edging, trimming, blowing, weeding, mulching, fertilizing, watering, sport field marking and maintenance, removing and planting; performs general grounds maintenance and landscape installations.
- ◆ Removes dirt, plant debris, and refuse from grounds; empties trash containers on building exteriors.
- ◆ Operates and maintains grounds maintenance and landscaping equipment and tools such as mowers, tractors, chain saws, sod cutter, and hedge pruners.
- ◆ Performs repairs and preventive maintenance work on fountains, planters, parking lots, roads, fences, and sidewalks.
- ◆ Perform the mixing, spraying, or spreading of fertilizers, herbicides, and pesticides on grass, shrubs, and trees.
- ◆ Services, repairs, and conducts preventive maintenance on grounds maintenance equipment.
- ◆ Drives trucks and hauls materials, supplies, soil, and office furniture as needed.
- ◆ Assists with facilitating events and set-up.
- ◆ Assists in installing, maintaining, and performing preventive maintenance on landscape irrigation systems.
- ◆ Cleans areas soiled by animals, including pigeons and bats.
- ◆ May train others.
- ◆ Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- ◆ Graduation from a standard senior high school or completion of GED preferred.
- ◆ Two (2) – Four (4) years' experience in professional grounds operations.
- ◆ Education and experience may be substituted for one another on a year-for-year basis.
- ◆ Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Knowledge of building grounds, maintenance and landscaping tools and equipment; and safety precautions.
- ◆ Knowledge of the installation and care of plants; and application of pesticides and fertilizers.
- ◆ Skill in the use of grounds, building maintenance and landscaping materials, tools, and equipment.
- ◆ Skill in the operation of riding sweeper, motorized and gas-operated equipment.



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- ◆ Ability to perform routine building repair and maintenance.
- ◆ Ability to maintain and care for hand and power tools.
- ◆ Ability to move up to 50lbs. without assistance; ability to move up to 75 lbs. with assistance of equipment or other individuals.
- ◆ Ability to operate a motor vehicle.
- ◆ Ability to follow oral and written instructions.
- ◆ Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This position requires the ability to stoop, bend, lift and stand for prolonged periods of time. Must be able to move 50lbs. Must be able to work outdoors and in various weather conditions. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, and squatting to perform the essential functions. Must be able to move 50 lbs. and, occasionally, 100 lbs. of products and materials. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders and lifts.

Work Schedule:

- ◆ 7:00 am to 4:00 pm, Monday through Friday.
- ◆ Primary work location will be at the Texas Central Services Building 1711 San Jacinto Blvd., Austin, Texas 78701.

The above statements are not a complete list of all responsibilities, duties and skills held or performed by employees in this job. Employee may perform other related duties as assigned.

Benefits of Working for the State of Texas: As a State of Texas employee, you will enjoy a generous number of paid holidays, vacation, and sick days. Your new defined benefit retirement account can't lose value due to market fluctuations, unlike retirement plans offered by many other employers. Health insurance premiums for eligible full-time employees are paid at 100% for you and 50% for dependents and there are no deductibles for in-network, in-area services in HealthSelect of Texas. Full-time state agency employees with student loans may be eligible for federal Public Service Loan Forgiveness. For more information, visit ers.texas.gov/PDFs/recruitment-brochures/2024-state-agency-recruitment and ers.texas.gov/benefits-at-a-glance

About TFC: The Texas Facilities Commission (TFC) builds, supports, maintains, and manages over 8 million square feet of state-owned facilities that house over twenty thousand state employees in dozens of state agencies, all working in the service of the citizens of Texas. WE oversee a varied property portfolio of office space, storage, warehouses, schools, medical labs, parking lots and garages, and grounds throughout Texas. Our teams provide and contract for property management, maintenance, landscaping, custodial services, waste management, building climate and energy automation, and the fire and security services required to keep state agencies working for our constituents.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texas skillstowork.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 8000 General Service Marine 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.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Custodial.pdf

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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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.

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.

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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: 16548198

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