

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)  
Physical Address - 12100 Park 35 Circle, Bldg. A  
Mailing Address - P.O. Box 13087/MC-116  
Austin, Texas 78711-3087  
(512)239-0102



**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)  
**Fax:** (512)239-0111

**State Title:** Property Mgr II  
**Functional Title:**  
**Job Posting:** 16115  
Monthly Salary: \$3520.33 - \$3766.75  
Salary Group: B19  
Posting Date: 01/07/2016  
Close Date: 01/22/2016  
Section/Division: Staff Services Section/ Human Resources & Staff Services Div  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 0541

### **Job Description:**

Manages and coordinates property operations, maintenance, and administrative functions for the Texas Commission on Environmental Quality (TCEQ), coordinating with the Texas Facilities Commission (TFC) and various public and private entities on the leasing of office space, delivery of building maintenance and construction services, and the development of building specifications and space utilization plans. Serves as liaison between TCEQ and TFC on issues regarding building/grounds maintenance requirements; construction projects; electrical outages; water outages; adverse weather conditions; and Americans With Disabilities Act (ADA) and safety rules and regulations. Serves as liaison between TCEQ and Colonnade Office Center management for maintenance requests, construction project requests, and other issues of mutual concern. Consults with regional office staff on requirements for new or additional office space; writes detailed technical specifications based upon requirements; coordinates with the TFC and their contractors to develop room schedules and space plans, select suitable space, finalize leases, lease renewals and ensure space is built-out in accordance with specifications and in compliance with ADA and safety rules and regulations. Plans, schedules, and coordinates general maintenance, major repairs, and remodeling or construction projects. Maintains records of property agreements, regional lease renewals and activities regarding lease contracts. Develops on-site data collection and measurement plans on energy measures and strategies, implements programs to reduce agency utility consumption/spending and maximize energy savings. Compiles and prepares Energy Saving Plan data; or assists in the preparation of related administrative reports, studies and specialized research projects. Plans, schedules, and coordinates the relocation of regional office staff to new facilities, as well as relocation of staff, or programs, divisions, and sections, to include furniture and equipment, within Park 35. Provides consultation services on space planning and office reconfiguration. Assists with the procurement, installation, and/or reconfiguration of modular systems furniture in regional offices.

**Military Occupational Specialty (MOS) Codes:** LS, 1330, 2819, 310X, 651X, and 751X

### **Minimum Qualifications:**

A bachelor's degree from an accredited college or university, with major course work in business administration or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus two years of full-time experience performing property management work which included the purchase of building supplies, equipment, or furniture.

One year of full-time experience outlined above will substitute for each year of the required education.

### **Preferred Requirements:**

Work experience inspecting building facilities and reviewing facility maintenance or construction projects to ensure compliance with Federal AD rules, local & state building codes, and/or NFPA fire protection standards.

Experience managing or overseeing facility maintenance programs.

Experience working with State of Texas purchasing policies and procedures; or State of Texas contracts.

Experience providing customer service for facility maintenance/management.

**Special Requirements:**

Moving up to 20 pounds of paper or equipment.

Traveling up to 5% of the time.

**Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer