

Texas State Board of Plumbing Examiners

Employment Opportunity

929 East 41st Street
Austin, TX 78751

Position: Maintenance Specialist – Plumbing Exam Center (AUSTIN)

Job Posting Number: 10/24-456-15

State Classification: 9044

Salary Group: A14 - Maintenance Specialist IV

Salary Full-time: \$3,333.33 / month

Number of Positions: 1

Opening Date: October 17, 2023

Closing Date: Until Filled or Closed

Benefits: Excellent benefits provided; numerous elective benefits are available.

Job Description

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The Plumbing Exam Center Maintenance Specialist performs routine building maintenance and construction work. Work involves maintaining and repairing buildings, utility systems, and stationary equipment; and operating motorized equipment. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. This position will be headquartered at the Austin Examination center. This position works closely with the Exam staff to administer plumbing examinations and maintain equipment in the Austin and Waco Exam Centers. The position may be required to travel to other exam centers outside of Austin. Additionally, this position may assist with examination customer service calls and online application questions.

Attendance and punctuality are required work attributes. This position is not eligible as a work-from-home position.

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.

Essential Job Functions

- Performs maintenance, construction, and repair work such as masonry, welding, carpentry, painting, or mechanical work.
- Performs preventive maintenance on equipment, tools, and buildings. Operates and maintains motorized vehicles and equipment.
- Assists with the setup and breakdown of examination projects.
- May assist with the preventative maintenance and repair of machinery and equipment.
- May repair equipment and fabricate parts for repairs.

- May maintain records on work orders or projects. May perform inspections of operating machinery, equipment, and utility systems to ensure efficient and safe operations.
- Receive, unload, prepare, stock, and maintain examination materials and tools. (May occasionally be required to lift up to 50 lbs.)
- Respond to customer examination and application questions, assisting customers by telephone or email.
- Performs related work as assigned.

Minimum Qualifications

- High school diploma or GED. Graduation from a standard senior high school or equivalent.
- Experience in construction, maintenance, and repair work
- Valid Driver's License'
- Demonstrated use of maintenance tools and equipment.
- Ability to follow instructions; to work from drawings, diagrams, or blueprints; and to communicate effectively.
- Basic computer literacy, including the use of email applications and word processing applications.
- Experience providing customer service.
- Must be able to lift 50 lbs.

Preferred (Not Required) Qualifications

- Have experience working with plumbing systems, welding equipment, and other equipment specific to construction.

To Apply

NO FAXES OR PHONE CALLS, PLEASE!

- Submit a completed typed State of Texas application by e-mail to:

info@tsbpe.texas.gov

- or through the work in Texas website:

<https://www.workintexas.com/vosnet/Default.aspx>

IMPORTANT: Follow the instructions at the above internet address on how to download the State of Texas Application for Employment. Only completed State of Texas Applications will be considered. Resumes are accepted, but not in lieu of, the State of Texas application. Only signed completed State of Texas applications will be considered.

- Applications will be screened for minimum qualifications. The most qualified candidates will be contacted for further consideration and the possibility of an interview. Skill

demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.

- Due to the nature of TSBPE business a background check will be conducted, prior to an offer of employment, to determine criminal history and any history of violations.
- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TSBPE participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.
- Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.
- Please contact Human Resources if you require assistance or special accommodations during the application or selection process.
- TSBPE is covered by the Fair Labor Standards Act (FLSA).
- TSBPE is an "employment at-will" agency.

CLEAN AIR POLICY IN EFFECT
AN EQUAL OPPORTUNITY EMPLOYER

TSBPE does not discriminate based on race, color, religion, sex, national origin, age, disability, or veteran status.