



**Working title:** Facilities Operations Manager  
**Class title:** Manager VII  
**Posting No.:** 0403-26  
**Opening Date:** April 8, 2026  
**Closing Date:** Open Until Filled  
Location: Bush Building, 1801 Congress Ave. Austin, TX 78701  
Class Code: 1606  
FLSA: Administrative Exempt  
Salary Group/Salary: B28 \$110,000 - \$125,000  
Division: Administration  
Number of positions: 1

### **General Description**

Performs advanced (senior-level) managerial work administering the daily operations and activities of the Facilities Operations department and reports directly to the Director of Administration. Work involves establishing goals and objectives relating to facilities operations; developing guidelines and procedures; setting schedules, establishing priorities and standards for achieving division goals; coordinating and evaluating division activities; and developing and evaluating division budget requests. Plans, assigns, and supervises the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

### **Essential Job Functions**

- Directs, manages, and oversees activities of the Facilities Operations team by:
  - Establishing goals and objectives.
  - Developing and approving schedules, priorities, and standards for achieving goals.
  - Directing and supporting all aspects of personnel recruitment, training and management.
  - Planning, assigning, and supervising Facilities Operations staff, including effective management of projects and cross-functional teams.
  - Conducting staff performance evaluations
  - Performing office reviews to ensure compliance with agency policies, directives, and procedures.
  - Overseeing the development, implementation, and review of procedures related to division activities and responsibilities, and recommending changes that will improve the proficiency, effectiveness, and quality of the team and its employees.
- Plans and administers the daily operations of the Facilities Operations team by:
  - Directing and monitoring the agency's safety program including the additional duty safety officers.
  - Managing all aspects of procurement and leasing of the agency's Austin-area office facilities, warehouses, and field offices located statewide.
  - Managing and monitoring the inventory of controlled and capitalized assets as required by the Comptroller of Public Accounts.
  - Directing and monitoring the warehousing, receiving, shipping and distribution functions.
  - Overseeing the safe and proper operation of all fleet vehicles and of the warehouse and related equipment.
  - Working with divisions to ensure proper space management and furniture/equipment acquisition.
  - Working with other state agencies to obtain updated facility, mail, inventory, supply procurement, and warehouse practices and ensuring practices and procedures are followed in the handling of services.
- Manages and monitors the performance of contracted vendors to ensure services are provided to all facilities statewide in an appropriate and timely manner by:
  - Managing all aspects of the security system and contracted security personnel for the Austin-area office facilities.
  - Managing the investigations by staff of vendor failures or discrepancies and making appropriate recommendations.
  - Managing complex tracking systems used for verification of vendor performance.
- Performs administrative functions to support the operations of the Facilities Operations team by:
  - Preparing clear, concise reports related to division activities and responsibilities, including weekly status

reports.

- Drafting correspondence related to policies, directives, and procedures.
- Analyzing proposed and/or new legislation to determine impact on department operations.
- Oversees risk management, business continuity, and safety plans for the agency.
- Complies with division and/or agency training requirements.
- Collaborates and keeps management appropriately informed of ongoing activities and critical matters affecting the operation and well-being of the agency.
- Demonstrates the ability to use critical thinking to solve problems and identify/implement continuous improvements.
- Demonstrates a spirit of teamwork offering positive and constructive ideas, encouragement, and support, to other members of staff and team, while upholding the agency's core values.
- Adheres to all agency personnel policies and performs related work as assigned.

### **Required and Preferred Qualifications**

- Graduation from an accredited four-year college or university with a degree in Business Administration or related field is required. (Relevant experience in facilities management, more than the required five years, may be substituted for college on a year-for-year basis).
- Five (5) years of facilities management experience is required.
- Five (5) years of experience managing facility renovation and repair projects, which includes project management, planning, and implementation, is required.
- Willingness to work additional hours as required.
- Must be willing to travel up to 10% as required.
- Considerable experience leading a team or supervising employees is preferred.
- Experience utilizing personal computers with word processing and spreadsheet software is preferred.
- Experience with the Centralized Accounting, Payroll and Personnel System (CAPPS) is preferred.

### **Knowledge, Skills, and Abilities**

- Knowledge of local, state, and federal laws and regulations relevant to program areas and of the principles and practices of public administration and management.
- Knowledge of warehousing methods and procedures, inventory and stock control record keeping, reporting procedures, and departmental policies and procedures.
- Knowledge in business and management principles involved in strategic planning and resource allocation.
- Strong organization skills.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Skill in problem solving.
- Skill in the use of a computer and applicable software.
- Ability to plan, direct, and manage facilities activities and staff.
- Ability to prepare concise reports.
- Ability to exercise good judgment in decision making.
- Ability to develop, interpret, implement, and evaluate appropriate policies, procedures, and regulations.
- Ability to analyze data and present conclusions and/or make recommendations clearly in written and verbal format.
- Ability to clearly and effectively communicate with management, employees, vendors, and the public.
- Ability to establish and maintain effective working relationships with management, employees, vendors, and the public.
- Ability to work well in stressful situations under strict deadlines.
- Ability to train others.

### **Physical and Mental Requirements**

- Must be able to sit or stand for extended periods of time, work well in stressful situations under strict deadlines, and operate standard office equipment and computer software.

### **Military Occupational Specialty Codes:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

## **HOW TO APPLY**

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> **or** to TDLR via email at: [jobs@tdlr.texas.gov](mailto:jobs@tdlr.texas.gov) by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

## **SELECTIVE SERVICE REGISTRATION**

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

## **E-VERIFY**

This employer 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.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

## **TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.*