



Working title: Facilities Specialist

Class title: Program Specialist I

Posting No.: 0411-26

Opening Date: April 14, 2026

Closing Date: Open Until Filled

Location: Bush Building, 1801 Congress Ave. Austin, TX 78701

Class Code: 1570NA

FLSA: Non-exempt

Salary Group/Salary: B17/\$42,976 - \$50,000

Division: Administration

Number of positions: 2

General Description

Performs routine (journey-level) facility operations work within the Administration Facilities Operations department and reports directly to the Facilities Operations Manager. Work involves planning and coordinating several facilities operational functions, such as building safety and security, asset management, inventory and receiving control, shipping and mail services, facility work orders, budget and invoice reconciliation, and vehicle and warehouse equipment management. Works under moderate supervision with limited latitude for the use of initiative and independent judgement.

Essential Job Functions

- Implements and monitors facility operations, safety and security systems:
 - Assists agency personnel to implement facility repairs, maintenance, and lease requirements.
 - Implements safety inspections, training and testing of critical systems and services.
 - Participates in and obtains awareness level training in building security and safety, indoor air quality, and assists with building evacuation.
 - Inspects existing and proposed agency-controlled facilities to ensure security and safety features such as access and key systems, above ceiling barriers, duress alarms, secured network cabinets, laminated glass, and isolated data wire chases are in place and operating.
 - Inspects existing and proposed agency-controlled facilities to ensure security and safety procedures are followed.
 - Implements assigned facility work orders utilizing the automated work order system.
 - Implements management requests for access privileges to agency-controlled facilities.
 - Provides reports resulting from historical and current building access data to management.
 - Assists with the agency's records management program.
- Provides receiving, shelving, inventory and distribution services:
 - Timely receives and forwards agency procured items to the client.
 - Packs, prepares, and delivers inbound and outbound shipments.
 - Maintains accurate inventory, tracking, and shipping records utilizing automated property and receiving programs.
 - Unloads deliveries utilizing hand carts and lift trucks.
 - Tracks and requests credits for late delivery, lost, stolen, or damaged items.
- Operates and maintains motor vehicles and warehouse equipment:
 - Transports passengers and/or cargo and assists in the safe loading and unloading of passengers, cargo, supplies and equipment as outlined in agency procedures. Completes forklift safety training and bi-annual refresher.
 - Performs walk around inspection of equipment and vehicles before, during and after use, checking and/or servicing fluid levels, tires, lug nuts, lights and fueling vehicles with gas and/or propane.
 - Documents all vehicle usages according to fleet management guidelines and safety check lists.
- Develops and maintains complex tracking systems:
 - Maintains an updated spreadsheet of all supplies, equipment, promotional merchandise, and stored

- files.
- Maintains maintenance records and schedule of service for generators, UPS, HVAC, and lift trucks.
- Coordinates with Purchasing and Accounts Payable to reconcile invoiced services for shipping, supply orders and promotional merchandise inventory.
- Cross trains on daily mail center operations:
 - Processes and sorts incoming mail received from the post office, overnight services and inter-agency carriers to appropriate departments and recipients and accurately documents the delivery of mail on tracking ledgers.
 - Accurately documents all accountable mail (certified, registered, and express mail), checks, tickets, and warrants.
 - Ensures mail is picked up from the post office twice daily.
 - Ensures warrants are picked up from the Treasury daily.
 - Ensures outbound mail is prepared for delivery/pick up.
- Complies with division, agency, and/or position specific 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 a standard senior high school or GED equivalent is required.
- One year of experience performing help desk and customer service duties is required.
- One year of experience performing facility, security, or warehouse services is required.
- Experience with personal computers to include experience with Microsoft Excel and e-mail is required.
- Willingness to work extra hours as required.
- Willingness to travel up to 25% for job-related purposes as required.
- Must possess a valid Class A, B, C, or commercial driver's license and maintain auto liability insurance.
- Must have an acceptable driving history (no more than 3 moving violations within the past three years of the application date).
- One year of experience in office safety is preferred.
- One year of experience developing office procedures and contract specifications is preferred.
- Experience with multi-user database software is preferred.
- Experience with the Centralized Accounting and Personnel/Payroll System (CAPPS) is preferred.

Knowledge, Skills, and Abilities

- Working knowledge of building safety and security practices.
- Working knowledge of warehouse operations.
- Thorough knowledge of inventory practices and procedures to include property accounting.
- Ability to manage multiple projects, meet strict deadlines, and to exercise good judgment and make sound decisions affecting the operation of department functions.
- Ability to communicate effectively, both orally and in writing, with diverse groups of people.
- Ability to establish and maintain effective working relationships with manager, coworkers, and vendor staff.
- Ability to work in a fast-paced, multiple task environment.
- Ability to work well in a team environment.
- Ability to operate standard office equipment and use computer software.

Physical and Mental Requirements

- Must be able to walk, stand, sit, kneel, push, stoop, twist, reach above the shoulder, grasp, pull, and bend repeatedly.
- Must be able to properly use lifting devices and manually lift 75 lbs.
- Must be able to operate motor vehicles such as cargo trucks and vans.
- Must be able to operate forklifts, pallet jacks, adjustable dock plates, and related warehouse equipment.

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_AdministrativeSupport.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 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.