

State Preservation Board

Posting #2022-059

Temporary Preservation Project Assistant

Job Type: Full Time - Monday - Friday, 8:00 A.M. - 5:00 P.M. ; this is a temporary position expected to last from June 2022 through August 2025. May require occasional evening, night and/or weekend work.

Posting Dates: March 29, 2022 - until closed

Hiring Rate: \$4,166.67/ monthly

Organizational Overview:

The State Preservation Board (SPB) was established for the purpose of preserving, maintaining, and restoring the State Capitol and the 1857 General Land Office, which houses the Capitol Visitors Center. Since that time, the operations have expanded to include: maintenance of the Governor's Mansion, operating the Bullock Texas State History Museum and the Texas State Cemetery. The SPB provides educational programs centered on Texas history, government and culture for the benefit of the citizens of Texas and its visitors.

POSITION SUMMARY:

The Preservation Project Assistant reports to the agency Architect and remains responsive to assignments and guidance from the Director of Facilities. This is a temporary position performs routine architectural assistance work in preservation and restoration projects varying sizes at the State Capitol, Old General Land Office Building, and Texas Governor's Mansion, as well as participation in infrastructure projects involving mechanical, electrical, and plumbing repairs in these historic sites, and the Bullock Texas State History Museum. Works within deadlines and deliverable outcomes and maintains a calm and professional demeanor in all business interactions. This position works under moderate supervision and requires the use of sound judgment, being focused and organized while working on competing projects and deadlines, able to set priorities, and being flexible. Must display excellent communications skills and maintain a professional, respectful, and service-oriented focus when interacting with other employees, building occupants, vendors, visitors, and the public. Performs all other duties as assigned. May work some holidays and weekends.

ESSENTIAL JOB DUTIES:

For purposes of this agency's job descriptions, "essential job duties" are defined as assigned tasks that are critical or fundamental to the position and not marginal. If an individual is qualified to perform the essential job duties, he or she must be able to perform the essential job duties with or without reasonable accommodation.

- Visit job sites to monitor progress and note any issues.
- Photodocument construction progress.
- Attend construction meetings and maintain meeting notes.
- Identify and report back on construction issues in the field.
- Assist with design research – new products and materials; products and materials used in previous restoration work.
- Coordinate with vendors and consultants as needed.
- Process construction project management documentation as required for Owner and Owner's Architect.
- Maintain project records, digital and hard copy, using CSI MasterFormat system for construction items.
- Coordinate building occupants' needs and concerns with construction activities.
- Demonstrates sustained knowledge of the agency's mission, programs, exhibits and customers.
- Displays sound judgment and effective interpersonal skills in communicating with internal and external customers, including building occupants, agency staff and visitors to the Capitol Complex and Museum.
- Demonstrates knowledge and continuing compliance with all applicable safety rules, regulations, and standards.
- Regular attendance is an essential job duty for all SPB positions.
- Operates in a team environment working closely with contractors and agency staff.
- Performs all duties in a manner that promotes public confidence in the SPB and its staff.
- Performs all other duties as assigned.

MINIMUM QUALIFICATIONS:

- Demonstrated knowledge or experience working with architectural design including structures, finishes, and building systems.
- Demonstrated knowledge or experience working with construction plans and specifications.
- Demonstrated knowledge of CSI MasterFormat Divisions.
- Understanding of construction jobsite practices and requirements.

An Equal Employment Opportunity Employer

- Basic understanding of construction contracting and management processes.
- High school diploma.

PREFERRED QUALIFICATIONS:

- Degree in construction science, or design degree (architecture, environmental design, structural, architectural, or civil engineering).
- Experience in construction administration.
- Job site experience.
- Experience based knowledge of construction techniques and standards in a variety of trades, including carpentry, masonry, and MEP.
- Experience coordinating multiple subcontractors.
- Familiarity with State procurement guidelines.
- Experience or demonstrated interest in historic preservation.
- Experience using Autocad to edit and print files.

Benefits:

Medical, dental and vision insurance options; 401(k) and defined benefit pension retirement plans. Free parking and free Bullock Texas State History Museum membership.

To Apply:

Submit a State of Texas application to the SPB by:

Email: TSPB.Employment@tspb.texas.gov

Fax: (512) 463-3372

Mail or in person: 201 E. 14th Street, Suite 950, Austin, Texas, 78701

For an application and additional information: See: <http://www.tspb.texas.gov/spb/employ/employ.html> or call: (512) 463-5495. ****All resumes must be accompanied by a fully completed state application.****

State Classification: Project Design Specialist I

Class Code: 2255

Group: B-18

VETERANS: Military Occupational Specialty Codes (MOS): Army: 12T Technical Engineer; Navy; EA Engineering Aide; Marines: 1361 Engineer Assistant; Air Force: 3E5X1 Engineering

Veterans with other related MOS or additional duties pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Use your military skills to qualify for this position or other jobs. Go to www.texasskillstowork.com to translate your military work experience and training into civilian job terms, qualifications and skill sets or for additional Military Crosswalk information go to <http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>.

EEO Statement:

The State Preservation Board is an equal opportunity employer and welcomes all qualified applicants without regard to national origin, race, color, religion, age, sex, sexual orientation, disability, genetic information, or Veteran status. In compliance with the Americans with Disabilities Act (ADA), as amended, if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (512) 463-3633.

Selection Information:

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 are required to register with the Selective Service and may be asked to present proof of registration or exemption from registration upon hire.

The State Preservation Board uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more

about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.