



TEXAS MILITARY FORCES
 Joint Forces Headquarters
 Adjutant General's Department
 Post Office Box 5218
 Austin, Texas 78763-5218
 512-782-5001

**STATE AGENCY
 JOB VACANCY NOTICE**

POSTING NUMBER: 2011-46

POSTING DATE: 31 March 2011

CLOSING DATE: 21 April 2011

TITLE: Engineering Specialist II (**Engineer/Architect**)

STATE CLASSIFICATION #: 2128

SALARY GROUP: B18

MONTHLY SALARY: \$4,000.00 - \$5,086.00

OPENINGS: 1 (More than one position may be filled.)

FULL TIME **PART-TIME** **TEMPORARY**

HOURS WORKED WEEKLY: 40 (Schedule as Determined by Supervisor)

SHIFT WORK: Yes No

FLSA: Prof-Exempt **JOB CATEGORY:** P

TRAVEL REQUIRED: Yes (30%) No

AGENCY CAR FURNISHED: Yes (For agency travel only.) No

LICENSE OR REGISTRATION REQUIRED: Valid Driver's License*

WORK LOCATION: Facilities and Engineering Directorate, Bldg. 1, Camp Mabry, Austin Texas 78703

INTERVIEW LOCATION: Adjutant General's Department, Camp Mabry, Austin, TX 78703

PROCESS: Applicant must complete and submit the State of Texas Application for Employment. Interviews are scheduled based upon information furnished on their employment application.

Upon hire with the State of Texas, males between the ages of 18 through 25 must provide proof of registration or exemption with the Selective Service. For further information, visit the Selective Service website at <https://www.sss.gov/RegVer/wfVerification.aspx>.

SECURITY CLEARANCE: Selected candidate must complete security clearance. The process includes a National Agency Check and Inquiry (NACI) and fingerprinting. New employees must complete and sign the Office of Personnel Management (OPM) Form SF85P. Completed forms are submitted to the OPM for the background investigations.

HOW TO APPLY

APPLY ONLINE AT: www.workintexas.com	MAIL APPLICATION TO: Adjutant General's Department ATTN: JFTX-HR-S P. O. Box 5218 Austin, TX 78763-5218	APPLY IN PERSON: Monday-Friday, 8 AM to 4 PM 2200 West 35 th St. Camp Mabry, Building 10A Austin, TX 78703
FAX APPLICATION TO: (512) 782-5669		Telephone Number (512) 782-5133
EMAIL APPLICATION TO: txagdstatejobs@tx.ngb.army.mil		

The Adjutant General's Department does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. If you are in need of a reasonable accommodation, contact the State Human Resources Office, Adjutant General's Department.

GENERAL DESCRIPTION

Performs moderately complex work in the Planning and Programming Branch of the Construction and Facilities Management Office (CFMO) of the Texas Military Forces (TXMF) Department. Works with the Design and Project Management, and the Environmental and Facility Management branches of the Facilities and Engineering Directorate on minor construction projects, and building condition reporting. Work involves compiling and organizing engineering and drafting data and preparing Scopes of Work (SOWs) and cost estimates. Reports to the Planning and Programming Branch Chief and works under general supervision with limited latitude for the use of initiative and independent judgment.

JOB DUTIES AND RESPONSIBILITIES

- Reviews and assists in facilities planning and design by developing SOWs and detailed cost estimates for planned projects.
- Interprets technical plans and specifications and calculates space allowances for personnel and equipment per design criteria and other applicable technical manuals and regulations.
- Researches federal and state regulations and applicable building codes. Performs site visits to establish requirements and makes graphical presentations.
- Studies and analyzes operations and problems and prepares reports of findings and recommendations.
- Assists in the preparation of administrative reports, studies, specialized projects and in developing policy and procedure manuals.
- Performs other related work as assigned.

QUALIFICATIONS AND REQUIREMENTS

EDUCATION: Graduation from an accredited four-year college or university. (See Substitution Below)

PREFERRED EDUCATION: Graduation from an accredited four-year college or university with major course work in engineering, planning, architecture or a related field is required.

REQUIRED EXPERIENCE:

- Two years of full-time experience working in a technical field of engineering, planning, architecture or related field is required.
- Four years experience with AutoCAD is required
- Two years experience with Means Cost Works is also required.

PREFERRED EXPERIENCE:

- Experience in developing and modifying complex spreadsheet.

SUBSTITUTION: Additional years of experience may substitute for educational requirement on a year-per-year basis.

REGISTRATION, CERTIFICATION OR LICENSURE:

- Valid driver's license is required. * The ability to obtain a Texas Driver's License will be required within first 30 days of employment. Satisfactory driving records are required for driving state or personal vehicles to conduct agency business.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of building construction methods and components.
- Knowledge of applicable local, state and federal laws.
- Knowledge of engineering techniques and theories.
- Knowledge of public administration and management techniques.
- Knowledge of Means Cost Works.
- Skill in using computers with Microsoft Office Suite to include Outlook, Word, Excel, and Access.
- Skill in using AutoCAD.
- Skill in interviewing and conducting information transfer meetings.
- Skill in monitoring projects and accurately documenting results.
- Skill in communicating effectively both orally and in writing.
- Ability to interpret field notes, sketches, plans or specifications.
- Ability to make mathematical calculations.
- Ability to communicate effectively to small or large groups.
- Ability to apply engineering concepts.
- Ability to conduct inspections and perform design work.
- Ability to organize and analyze data.
- Ability to prepare complex and concise reports within required timeline.
- Ability to interpret policies, procedures and regulation.
- Ability to work in a team environment.
- Ability to establish effective working relationships with supervisor, co-workers and subordinates.
- Ability to travel in a vehicle to assigned designation with occasional overnight stays.
- Ability to lift, carry or move office material and/or equipment weighing up to 40 lbs.

PHYSICAL CONDITIONS

Work is typically performed in an office setting involving sitting, standing and walking to perform job duties. Work requires extensive use of a personal computer and telephone. Requires travel by air and ground. Ground travel may consist of driving as far as 250 miles one-way. This position may periodically require the ability to lift, carry, move and/or set up equipment and materials that weigh up to 40 pounds.

The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.