Texas Historical Commission

Job Vacancy Notice

Position Title:	Project Reviewer, Courthouse Preservation Program
Classification Title:	Environmental Protection Specialist III/IV, Architect I/II or Engineer I/II (Commensurate with experience, skills, and licensure)
Job Posting Number:	27-18
Salary:	$5,040.00-$5,775.00, Environmental Protection Specialist III $5,775.00-$6,200.00, Environment Protection Specialist IV $6,006.00-$6,814.50, Architect I or Engineer I $6,820.00-$8,140.00, Architect II or Engineer II
Salary Group/Class#:	B-20/2653, Environmental Protection Specialist III B-22/2254, Environmental Protection Specialist IV B-21/2260, Architect I B-23/2264, Architect II B-23/2152, Engineer I B-24/2153, Engineer II
FLSA:	Exempt
Opening Date:	TBD
Closing Date:	Until filled
Duration:	Regular/Full-time
Hours/Week:	40
Work Location Address:	Elrose Building, 2nd Floor, 108 West 16th Street, Austin, TX 78701

JOB OBJECTIVE: Preserve and protect county courthouses across Texas as part of the Division of Architecture's renowned *Courthouse Preservation Program*. As part of a six-member team, provide technical assistance and project reviews in a range of settings to varied audiences by way of written and verbal communication. Partner with counties, architectural, engineering, and conservation consultants, and contractors to advise on best preservation practices, materials conservation, construction processes, and maintenance planning. Work under limited supervision, with considerable latitude for the use of initiative and independent judgment (subject to change once salary group/classification has been determined).

ESSENTIAL DUTIES:

1. Serve as a project reviewer for the Texas Historic Courthouse Preservation Program (THCPP). Administer grant-funded construction and planning projects for compliance with the program statute, rules, and grant manual.
2. Review proposals for changes to historic courthouses for compliance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* under the state laws protecting courthouses, the Antiquities Code of Texas, Recorded Texas Historic Landmark (RTHL) designation, and preservation easements.
3. Review and comment on preservation master plans, historic structures reports, paint and finish analyses, structural assessments, project completion reports, and grant applications. Use these documents to inform courthouse preservation project review with a primary focus on Restoration Treatment under the *Secretary of the Interior's Standards.*
4. Perform detailed review of and recommend changes as necessary to architectural plans and specifications at schematic design, design development, 60%, and 95% construction document phases to comply with the program standards and the *Secretary of the Interior's Standards for the Treatment of Historic Properties*;
5. Review hazardous materials assessments and understand state laws regarding hazardous materials treatment as related to preserving historic fabric.
6. Review and request changes when necessary to structural, mechanical, electrical, and plumbing designs/drawings as they impact the architectural drawings and historic architecture.

7. Understand the International Building Code, International Fire Code, National Fire Protection Association, and the Texas Accessibility Standards and apply them to historic buildings to minimize the impact on historic elements and materials while meeting compliance.
8. Prepare conceptual designs as part of the review of architectural plans & specifications.
9. Review and recommend changes to value engineering proposals.
10. Review construction budgets and owner/architect/contractor contracts.
11. Work with the project team to meet the project budget and schedule.
12. Review and recommend changes as necessary to ASIs, change orders, submittals, shop drawings, mock-ups, samples, and progress meeting minutes during construction.
13. Attend and participate in monthly on-site progress meetings for grant-funded construction projects.
14. Meet regularly with elected officials, owner representatives, project architect(s), contractors, and subcontractors on site and provide guidance on construction solutions as they impact historic building materials and architecture.
15. Review and provide comments on attachments to grant contracts, preservation easements, and grant fund reimbursement requests.
16. Track building conditions and cyclical maintenance activities on restored courthouses, including those protected by preservation easements.
17. Provide technical guidance on the treatment of building elements and materials for courthouse preservation, repair, and maintenance.
18. Perform research using historic photographs and documents, including onsite investigations, as part of the courthouse preservation planning process. Research historic construction and finish materials.
19. Develop and conduct training sessions to educate county facilities managers and county officials on best practices for courthouse preservation and facility management.
20. Work with the program specialist to process grant paperwork for the Texas Historic Courthouse Preservation Program (THCPP) and maintain site visit reports, work logs, digital project files, and program databases.
21. Present programmatic information to agency staff, architects/consultants, property owners, governmental agencies, community organizations, and the general public.
22. Work collaboratively with staff from THC's Communications Division, History Programs Division, Archeology Division, and the Community Heritage Development Division.
23. Adhere to an established work schedule with regular attendance.
24. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

25. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation with a degree in architecture or a closely related field from an NAAB-accredited college or university (or a comparable, internationally accredited professional architecture degree) with coursework in historic preservation;
- Minimum two years' full-time professional experience in architecture, including production or review of construction drawings and specifications; coordination of architectural, mechanical, electrical, and plumbing drawings; and construction administration;
- Minimum two years' full-time professional experience in historic preservation, including review or creation of detailed investigations of historic structures, historic architectural research, and production or review of construction drawings and specifications for preservation projects OR a graduate degree or certificate in historic preservation;
- Experience with in-depth application of the Secretary of the Interior's Standards for the Treatment of Historic Properties;
- Demonstrated public speaking and writing skills;
- Ability to maintain the security or integrity of the critical infrastructure;
- Valid driver's license, acceptable driving record, and ability to drive a state vehicle; and
- Availability to travel up to the required 30% of the work period.

PREFER:

- Five or more years of full-time professional experience in the fields of architecture and historic preservation, including in-depth administration of historic restoration planning and construction projects;
- Graduate degree in architecture, historic preservation, preservation planning, or a closely related field with coursework in preservation technology and/or materials conservation;
- Experience administering commercial-scale construction projects;
- Experience applying best practices in historic facility maintenance;
- Experience applying local, state, and federal laws related to the protection of historic structures;
- Experience working in partnership with elected and appointed officials;
- Experience in regulatory review related to easement monitoring and management;
- Experience in records management for large programs or organizations.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of architectural principles, techniques, and procedures such as building systems, project planning and development such as master plans, procuring an architect through the RFQ process, an architect's basic five services from SD through project close-out, bidding, and cost estimating principles;
- Knowledge of construction methods, historic and modern building materials, and causes of their deterioration;
- Knowledge of state and federal laws related to historic preservation;
- Knowledge of the International Building Code and International Existing Building Code, The Texas Accessibility Standards, and sustainable building design;
- Skill in effective and appropriate communication with elected county and state officials;
- Skill in interpreting architectural construction drawings and specifications;
- Skill in providing excellent customer service to both internal and external customers;
- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- Ability to gather, assemble, correlate, and analyze facts;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to explain complex issues in a clear and concise manner through written and verbal communication;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to adapt successfully to change while continuing to deliver quality results in a timely manner;
- Ability to plan, organize, and work independently within the framework of a diverse team environment with cooperative decision-making;
- Ability to communicate with others using sensitivity, tact, and diplomacy;
- Ability to work in partnership with government officials;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

- Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.
- If applying as an architect, you must hold an active architectural license with the Texas Board of Architectural Examiners (TBAE).
- If applying as an engineer, you must hold an active engineering license with the Texas Board of Professional Engineers and Land Surveyors.

ENVIRONMENT/PHYSICAL CONDITIONS: This position is housed in a state building near the state capitol in Austin and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. In addition to office work, duties will include evaluating historic structures, which may involve entering attics, crawlspaces, and other dark, damp, or confined spaces, as well as climbing ladders, using boom lifts, and walking on roofs. Work may involve extended periods working outdoors in hot or cold conditions. Work includes visiting active construction sites where loud noises, dust, and uneven walking surfaces may be encountered. Mostly sedentary in nature but may involve walking,

standing, pulling and pushing, kneeling, stooping, and bending, performing tasks requiring fine motor skills and coordination, and safely lifting and carrying items weighing up to 30 pounds. Applicants must be willing to travel, and overnight travel is often required. This position attends and sometimes presents at conferences, meetings, and workshops, requiring evening and weekend work hours.

MILITARY EMPLOYMENT PREFERENCE: All CAPPS Recruit job postings extend priority of service to veterans, a surviving spouse, orphan of a veteran who was killed while on active duty, spouse of a member of the US Armed Forces/Texas National Guard serving on active duty, or spouse of a veteran with a disability if the spouse is the primary income for the household.

To receive Military Employment preference, a copy of the DD 214, NA Form 13038, VA Summary Benefits Letter, or a DD Form 1300 with an applicable marriage license or birth certificate must be provided before an interview can be extended.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the CAPPS website. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age, or disability in recruitment, selection, appointment, training, promotion, retention, or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_NaturalResources.pdf

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf

Veterans: Go to **www.texasskillstowork.com** for assistance translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

For New Hires/Rehires: Health insurance is available on the 1st of the following month after a 60-day waiting period.

Applicants must be eligible to work in the United States without requiring sponsorship.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER