

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR V –
Carpentry, General Maintenance, and Construction

SALARY GROUP: A19

DEPARTMENT: Facilities Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Thomas L. Vian DATE: 2/20/2014

POSITION #: 022322

I. JOB SUMMARY

Performs advanced supervisory maintenance and construction work. Work involves overseeing maintenance and construction staff involved in the installation, care, and repair of state facilities and equipment; and assigning and supervising the work of offenders. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees, supervises, inspects, schedules, assigns, prioritizes, and participates in carpentry, general maintenance, and construction work; coordinates work assignments with other supervisors to ensure efficient use of resources; and provides technical expertise.
- B. Oversees the preparation of estimates for work hours, materials, and resources required for projects; approves and initiates requisitions for materials and supplies; and prepares reports and maintains records of repairs.
- C. Trains and supervises offender maintenance and construction workers; and ensures compliance with applicable safety rules, regulations and standards.
- D. Assists in maintaining security of assigned offenders.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
 - 1. Graduation from an accredited senior high school or equivalent or GED.
 - 2. Six years full-time, wage-earning residential or commercial construction or remodeling experience.
 - 3. Experience in the supervision of offenders preferred.

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B. Knowledge and Skills

1. Knowledge of maintenance and construction codes, regulations, and standards.
2. Knowledge of building construction practices, methods, procedures, materials, plans, and specifications.
3. Knowledge of forming, framing, and finish carpentry.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to read and interpret blueprints, drawings, plans, and specifications.
6. Skill in organizing maintenance activities, planning and coordinating projects, and establishing priority of projects.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to review technical data and prepare technical reports.
12. Skill to plan work in order to meet established guidelines.
13. Skill to train and supervise others.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.

- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, slippery or uneven walking surfaces, working on ladders or scaffolding, vibration, working below ground, and traveling by car, van, bus, and airplane.

- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, table saws, routers, pneumatic nail guns, and automobile.