

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR II -
Sanitation

SALARY GROUP: A15

DEPARTMENT: Facilities Division

Page 1 of 2

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: 2/6/2013

POSITION #: 022324

I. JOB SUMMARY

Performs routine supervisory maintenance work. Work involves planning, assigning, and scheduling for the installation, care, and repair of state facilities and equipment. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, schedules, and oversees the work of offender maintenance staff; and inspects work to ensure compliance with standards and safety and building regulations.
- B. Operates motor vehicle to transport refuse for appropriate disposal.
- C. Conducts inspections of buildings, equipment, and grounds for security and needed repairs; and receives requests for maintenance and repairs and initiates preventive maintenance and repair work.
- 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. Maintenance experience preferred.
- 3. Must have a valid Class B Driver's License.

Must maintain valid license for continued employment in position.

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Page 2 of 2

B. Knowledge and Skills

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes related to the disposal of waste products.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to operate a solid waste disposal vehicle.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to plan work in order to meet established guidelines.
8. Skill to plan, organize, and assign the work of offenders.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, crawl, twist, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., 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, excessive cold, dust, fumes, smoke, gases, grease, oils, solvents, 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, and automobile.