

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR V –  
Heavy Equipment, 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: 12/9/2011

POSITION #: 022335

**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. 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 heavy equipment maintenance, 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.

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**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 heavy equipment operations and maintenance experience.
3. Completion of a heavy equipment or machinery program from a trade or technical school accredited by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education preferred.
4. Experience in the supervision of offenders preferred.

Must possess or be able to obtain a valid Class A Commercial Driver's License (CDL) within sixty days of employment date.

Must possess or be able to obtain a valid Medical Examiner's certificate within sixty days of employment date.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

Must maintain valid license(s) for continued employment in position.

**B. Knowledge and Skills**

1. Knowledge of heavy equipment and machinery operations and maintenance.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to read and interpret blueprints, drawings, plans, and specifications.
4. Skill to operate machinery and equipment related to assigned area.
5. Skill to communicate ideas and instructions clearly and concisely.

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6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. Skill to plan work in order to meet established guidelines.
12. Skill to train and supervise others.

**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, dust, grease and oils, slippery/uneven walking surfaces, working closely with others, working alone, working protracted or irregular hours, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, silica, asbestos, slippery or uneven walking surfaces, working on ladders or scaffolding, 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, dozer, backhoe, dump trucks, and other earth moving equipment, forklifts, wrenches, and automobile.