

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR IV -
Lock and Door Technician

SALARY GROUP: A17

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: Clyde Armstrong DATE: 10/16/2015

POSITION #: 022338

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 offender workers. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees, supervises, inspects, schedules, assigns, and participates in general maintenance, construction, and lock and detention equipment repair work to include preventive, corrective, and emergency maintenance; and coordinates work assignments with other supervisors to ensure efficient use of resources.
 - B. Prepares and oversees the preparation of estimates for work hours, materials, and resources required for projects; 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 the 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. Three years full-time, wage-earning experience as a millwright, detention equipment technician, or in electronics.

Technical or trade school courses in a maintenance or construction-related field may be substituted on a year-for-year basis for a maximum substitution of two years.

- 3. Experience in the supervision of offenders preferred.

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B. Knowledge and Skills

1. Knowledge of general maintenance policies, procedures, and techniques.
2. Knowledge of principles involving the mechanical design, fundamentals, and operation of machinery.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
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 in problem-solving techniques.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill to train and supervise offenders.
10. Skill in the repair of sliding door mechanisms, mechanical locks, and other security-related equipment preferred.

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, 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, slippery or uneven walking surfaces, working at heights, 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, power tools, welding and cutting torches, hand tools, and automobile.