

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR IV -  
Laundry, Food Service Equipment,  
General Maintenance, and Construction

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: 10/22/2015

POSITION #: 022341

**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 laundry and food service equipment repair work to include preventive, corrective, and emergency maintenance; and coordinates work assignments with other supervisors to ensure efficient and effective 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.

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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. Three years full-time, wage-earning industrial laundry or food service equipment or electrical or mechanical facilities maintenance experience. Thirty semester hours with six hours in a related technology field from a college or university recognized by an organization accredited by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted on a year-for-year basis for a maximum substitution of two years.
3. Experience in the operation, maintenance, or repair of laundry or food service equipment preferred.
4. Experience in the supervision of offenders preferred.

**B. Knowledge and Skills**

1. Knowledge of kitchen, food service, and laundry equipment general maintenance, policies, procedures, and repair techniques preferred.
2. Knowledge of electrical schematics and wiring diagrams and mechanical, steam, and refrigeration systems used in institutional laundry and food service areas preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to operate machinery and equipment related to the assigned area.
5. Skill in the use of test instruments, test equipment, and tools.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.

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10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to plan work in order to meet established guidelines.
12. Skill to train and supervise offenders.

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, excessive or intermittent noise, 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, amp meter, voltage testers, gas detectors, hydraulic puller, manometer, capacitor tester, hand tools, telephone, and automobile.