

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR IV -
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: Thomas L. Vian DATE: 8/2/2013

POSITION #: 022342

I. JOB SUMMARY

Performs highly complex supervisory maintenance and construction work. Work involves overseeing maintenance and construction offender workers involved in the installation, care and repair of state facilities and equipment; and supervises the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Supervises, inspects, schedules, assigns, and participates in general maintenance and construction work; and coordinates work assignments with other supervisors to ensure efficient use of resources.
 - B. Prepares estimates of 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 in general maintenance or construction. Equivalent accredited 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 HVAC and/or Refrigeration preferred.
 - 4. Experience in the supervision of offenders preferred.

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B. Knowledge and Skills

1. Knowledge of carpentry, painting, plumbing, electrical, and maintenance procedures and techniques.
2. Knowledge of principles involving the mechanical design, fundamentals, and operation of machines.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill in the use of carpentry, painting, plumbing, and electrical tools and equipment.
5. Skill to communicate ideas and instructions clearly and concisely.
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 in problem-solving techniques.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to plan work in order to meet established guidelines.
11. 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, 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, 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, power saw, drills, routers, sanders, hand tools, rotary hammers, and automobile.