

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR V –
Boiler, General Maintenance, Construction
Class C Ground Water, Class B Wastewater

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: 8/21/2013

POSITION #: 022458

I. JOB SUMMARY

Performs advanced 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. 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 general maintenance, construction, and boiler work to include preventive, corrective, and emergency maintenance; assists in the development of procedures for the installation and repair of boilers and boiler equipment; assists in the development of maintenance and inspection programs; 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 boiler operations, maintenance, or repair or water or wastewater plant operations experience.
3. Experience in the supervision of offenders preferred.

Must possess or be able to obtain a Texas Commission on Environmental Quality (TCEQ) Class D Water license and Class D Wastewater license within one year of employment date.

Must possess or be able to obtain a TCEQ Class C Ground Water license and Class C Wastewater license within thirty-two months of employment date.

Must possess or be able to obtain a TCEQ Class B Wastewater license within four years of employment date.

Must possess or be able to obtain a Texas Commission on Environmental Quality (TCEQ) Backflow Prevention Assembly Testers (BPAT) and Customer Service Inspectors (CSI) license within twenty-four months of employment date.

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

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.

B. Knowledge and Skills

1. Knowledge of maintenance policies, procedures, and techniques.
2. Knowledge of principles involving mechanical and electrical design and fundamentals of machines, pumps, motors, controls, and boiler equipment.
3. Knowledge of the appropriate chemical additives for boiler water.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

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5. Skill to read and interpret blueprints, drawings, plans, and specifications.
6. Skill in the use of boiler equipment.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill to train and supervise the work of others.
11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill to review technical data and prepare technical reports.
13. Skill to plan work in order to meet established guidelines.

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, 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, solvents, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, vibration, working with hands in water, 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, stack gas analyzer, drills, compressors, pliers, adjustable wrenches, screw drivers, pipe wrenches, and automobile.