

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR I -  
Maintenance and Construction

SALARY GROUP: B17

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: 03/26/2012

POSITION #: 022500

I. JOB SUMMARY

Performs routine administrative and supervisory program work. Work involves assisting in establishing program goals and objectives; assisting in developing program guidelines, policies, procedures, rules, and regulations; assisting in developing schedules, priorities, and standards for achieving program goals; assisting in evaluating program activities; and supervising the work of others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in planning, implementing, coordinating, monitoring, and evaluating unit and regional maintenance warehouse operations to maintain and provide required material and fixed assets; assists in the development of program guidelines, policies, and procedures; and ensures maintenance and construction projects are planned, executed, and documented.
- B. Assists in conducting inspections, program analyses, and reviews of maintenance work and construction projects to ensure compliance with codes, laws, rules, and regulations; conducts inventories of material and fixed assets; and prepares and reviews reports on the effectiveness of program activities.
- C. Confers with staff on program issues and problems; and provides training in property and inventory records maintenance procedures.
- D. Supervises the work of others.

\* 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 facilities maintenance, construction, public administration, or management of warehouse operations experience.
3. Experience in the supervision of employees preferred.
4. Facilities maintenance or construction experience preferred.

**B. Knowledge and Skills**

1. Knowledge of maintenance procedures, methods, and standards related to general maintenance and construction.
2. Knowledge of the principles and practices of public administration and management.
3. Knowledge of applicable state and federal laws, rules, regulations, codes, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to read and interpret blueprints, drawings, plans, and specifications.
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 administrative problem-solving techniques.
10. Skill to review technical data and prepare technical reports.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to develop and evaluate administrative policies and procedures.

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13. Skill to gather, assemble, correlate, and analyze facts.

14. Skill to train and supervise others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, 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, and automobile.