

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR IV –
Regional Structural Supervisor

SALARY GROUP: B20

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: 10/14/2015

POSITION #: 022532

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates maintenance and construction program activities; develops and recommends program guidelines, policies, procedures, rules, and regulations; conducts inspections of maintenance, repairs, alterations, renovations, and construction; and reviews and approves methods, specifications, compliance with applicable codes and regulations, workmanship, and quality standards.
 - B. Oversees the work of regional maintenance and construction program staff; and coordinates work and advises management on specifics of proposed and ongoing construction, maintenance, and repair of facility and residential structures on assigned units to include kitchen and laundry, locking systems, heavy equipment, flooring, carpentry, and natural resources systems, including solid waste disposal.
 - C. Plans, schedules, and coordinates work assignments with other supervisors to ensure efficient and effective use of all resources; reviews work requirements; and prepares program budget requests to include availability of materials, equipment, and supplies.
 - D. Develops and maintains project records, documents, and files in compliance with agency policies and procedures; prepares and reviews reports detailing project activities, quality assurance, and progress; and ensures compliance with applicable safety rules, regulations, and standards.
 - E. Assigns and supervises the work of others.
 - F. 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 high school or equivalent or GED.
2. Seven years full-time, wage-earning program administration, public administration, facilities maintenance, or construction experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
3. Two years full-time, wage-earning experience in the supervision of employees or offenders.
4. Facilities maintenance or construction experience preferred.

B. Knowledge and Skills

1. Knowledge of procedures, methods, and standards related to kitchen, laundry, locks and locking systems, carpentry, general maintenance, and environmental issues.
2. Knowledge of applicable state and federal laws, rules, regulations, codes, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to read and interpret blueprints, drawings, plans, and specifications.
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 administrative problem-solving techniques.
9. Skill to review technical data and prepare technical reports.
10. Skill to plan, organize, and oversee maintenance, repair, and construction projects, and installation of equipment in an institutional facility.
11. Skill to develop and evaluate administrative policies and procedures.
12. Skill to assign and supervise the work of others.

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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, 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, 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, dolly, surveying instruments, and automobile.