

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR IV -  
Farm Shop

SALARY GROUP: A17

DEPARTMENT: Agribusiness, Land and Minerals

Page 1 of 3

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:     Matt Demny     DATE:     03/15/2016    

POSITION #:     023055    

**I. JOB SUMMARY**

Performs advanced supervisory maintenance work in farm shop operations. Work involves overseeing staff involved in the installation, care, and repair of facilities and equipment; and assigning and supervising employees and offender workers. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Oversees and participates in the implementation and maintenance of the preventive maintenance program for farm equipment, heavy equipment, automobiles, and trucks; participates in the execution of an audit program for the internal control structure of farm shops; oversees the repair and fabrication of machinery and equipment using proper diagnostic and repair methods to include the use of technical parts books; and provides technical assistance regarding proper repair methods.
- B. Prepares budget requests; approves and initiates requisitions for materials and supplies; ensures adequate inventories of expendable items; prepares estimates of work hours, materials, and resources required for projects; oversees the maintenance of record keeping and filing systems; and prepares reports and maintains records of repairs.
- C. Ensures safety and security practices are implemented and maintained; oversees and conducts monthly safety meetings for employees and offenders; and instructs employees and offenders in farm shop policies and procedures.
- D. Assigns and supervises the work of others; and oversees the supervision of offenders in the maintenance and repair of equipment.
- E. Assists in maintaining security of assigned offenders.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR IV -  
Farm Shop

SALARY GROUP: A17

DEPARTMENT: Agribusiness, Land and Minerals

Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree 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) with major course work in Agriculture Mechanization, Agricultural Systems Management, or a related field preferred. One year full-time, wage-earning mechanical experience involving the maintenance and repair of diesel or gas-burning equipment or farm implements. Each year of experience in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

or

Graduation from a technical school accredited by the CHEA or by the USDE with a certificate(s) in the field of internal combustion engine maintenance or repair, or farm implement maintenance or repair and three years full-time, wage-earning mechanical experience involving the maintenance and repair of diesel or gas-burning equipment or farm implements.

2. Experience in the supervision of employees preferred.

Must have or be able to obtain a current Environmental Protection Agency approved Type 609 Universal Refrigerant Recovery and Recycling Certification within six months of employment date.

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.

Must maintain valid certification for continued employment in position.

**B. Knowledge and Skills**

1. Knowledge of inventory management to include procurement, stocking, sales, and control methods.
2. Knowledge of safety procedures and applications to include the management of hazardous materials.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR IV -  
Farm Shop

SALARY GROUP: A17

DEPARTMENT: Agribusiness, Land and Minerals

Page 3 of 3

3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill in the operation, maintenance, and repair of mechanical systems such as hydraulics, electronics, and major and minor engine and transmission components, with emphasis on farm equipment including implements.
5. Skill to diagnose equipment mechanical problems and instruct the proper repair.
6. Skill in the use of metallurgy and welding techniques to include mig, stick, and oxygen/acetylene, for the repair and limited fabrication of equipment.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to assign and supervise the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, crawl, twist, 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, excessive or intermittent noise, fumes, smoke, gases, grease, oils, solvents, 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, farm equipment, diagnostic shop tools, and automobile.