

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR II -
Packing Plant

SALARY GROUP: A15

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: 5/14/2015

POSITION #: 023107

I. JOB SUMMARY

Performs routine supervisory maintenance work in the Packing Plant. Work involves planning, assigning, and scheduling the installation, care, and repair of state facilities and equipment. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, schedules, and oversees maintenance and repair work for packing plant facilities and equipment.
 - B. Receives requests for maintenance and repairs and initiates appropriate maintenance and repair work; obtains material and supplies from supply warehouse and initiates requisitions for materials not carried in stock; assists in coordinating and maintaining filing and record keeping systems; and prepares various reports.
 - C. Conducts inspections of facilities, equipment, and grounds for needed repairs; and inspects work ensuring workmanship meets quality standards and safety and building regulations.
 - D. Assists in 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.

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Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED and one year full-time, wage-earning maintenance or construction experience

or

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) with three semester hours of industrial maintenance or construction courses

or

equivalent technical school courses in the field of industrial maintenance or construction.

2. Food processing equipment maintenance and repair experience preferred.

B. Knowledge and Skills

1. Knowledge of industrial maintenance and repair techniques to include plumbing, heating, sanitation, and electrical systems.
2. Knowledge of safety procedures and regulations.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill in the operation, maintenance, and repair of various tools and equipment.
5. Skill in inventory control methods and the operation of computers.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain complex records and files in an automated system.
10. Skill to train and supervise offenders.

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Page 3 of 3

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, constant noise, excessive heat, cold, dampness and chill, grease, oils, solvents, slippery or uneven walking surfaces, working below ground, working on ladders or scaffolding, working with hands in water, vibration, 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, tools and equipment for plumbing, HVAC, electrical, electronics, boiler maintenance and repair, telephone, and automobile.