

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR IV –  
Farm Shops

SALARY GROUP: B20

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:     09/06/2016    

POSITION #:     023213    

**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 the farm shops and heavy equipment program operations; participates in the development of program goals and objectives; develops and recommends program guidelines, policies, procedures, rules, and regulations; and monitors compliance with state, federal, and agency policies, procedures, and regulations.
  - B. Prioritizes and schedules farm shop maintenance and repair assignments; conducts on-site inspections and reviews to monitor maintenance and repairs of tractors, vehicles, and farm implements; oversees the alternative fuel program ensuring effective use of agency waste products; and prepares and reviews reports on the effectiveness of program operations and recommends improvements.
  - C. Prepares correspondence, technical and status reports, and documentation pertaining to program operations and activities; and prepares program budget requests.
  - D. Confers with staff on program issues and maintenance and repair problems to identify and implement solutions; and provides training and technical assistance in the program area.
  - E. Assigns and supervises the work of others.
- \* 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. 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). Major course work in Production Agriculture, Mechanized Agriculture, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning experience in the operational support of an agriculture program, mechanical repair, or farm equipment management and repair.
3. Two years full-time, wage-earning experience in the supervision of employees.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of the principles and practices of agriculture production operations.
3. Knowledge of methods and procedures for safe and effective maintenance and repair of agricultural machinery and equipment.
4. Knowledge of metallurgy and welding techniques for the repair and fabrication of equipment.
5. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
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 in administrative problem-solving techniques.

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Page 3 of 3

11. Skill to review technical data and prepare technical reports.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to develop and evaluate administrative policies and procedures.
14. Skill to assign and supervise the work of 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, climb stairs, 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, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dust, 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, calculator, copier, fax machine, agriculture tractor, various repair shop tools, dolly, telephone, and automobile.