

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST III –
Textile Mill Production Supervisor

SALARY GROUP: A15

DEPARTMENT: Industry

Page 1 of 2

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: Bobby Lumpkin DATE: 10/8/2014

POSITION #: 024013

I. JOB SUMMARY

Performs routine work in the production of various products. Work involves monitoring the work of offenders to ensure efficient operations. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Monitors offenders in the performance of their assigned tasks; monitors production to ensure quality and quantity control of finished products; ensures machinery and equipment is operable; and makes minor adjustments and corrective calculations regarding productions.
- B. Maintains a job training program in the processes and operational procedures in the areas of responsibility.
- C. Prepares reports of operations and related documentation.
- D. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
 - 1. Graduation from an accredited senior high school or equivalent or GED.
 - 2. Production or manufacturing operation experience preferred.
 - 3. Correctional custody or law enforcement experience preferred.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST III –
Textile Mill Production Supervisor

SALARY GROUP: A15

DEPARTMENT: Industry

Page 2 of 2

B. Knowledge and Skills

1. Knowledge of quality control standards to maintain satisfactory levels of production.
2. Knowledge of production workflow procedures.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Knowledge of manufacturing textile preferred.
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 problem-solving techniques.
9. Skill to train offenders.
10. Skill in the use of machinery and equipment in the assigned area preferred.

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 15-44 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, excessive heat, cold, humidity, excessive or intermittent noise, constant noise, fumes, smoke, gases, dust, grease, oils, solvents, 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 (to include embroidery equipment), typewriter, calculator, copier, fax machine, textile manufacturing machinery and equipment, hand tools, forklift, pallet jack, telephone, and automobile.