

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST VI –  
Textile Mill Shift Supervisor

SALARY GROUP: A18

DEPARTMENT: Industry

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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: Bobby Lumpkin DATE: 05/03/2016

POSITION #: 024058

**I. JOB SUMMARY**

Performs highly advanced work in the production of various products in the Textile Mill. Work involves directing and overseeing the work of offenders to ensure efficient operations. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Plans schedules of operations; evaluates operations to include production, accounting, and shipping and implements changes; conducts inspections to ensure quality and quantity control is maintained; and provides technical input concerning manufacturing methods and procedures.
  - B. Reviews raw material requirements; inspects and directs preventive maintenance of machinery; and maintains maintenance logs, project records, and files.
  - C. Directs, oversees, and trains offenders in the performance of assigned tasks in various phases of production; and coordinates and directs technical training and in-service programs.
  - 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.

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**III. MINIMUM QUALIFICATIONS**

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

1. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning experience in operating and maintaining an air jet weaving machine

or

five years full-time, wage-earning experience in operating and maintaining any weaving equipment.

3. Experience in the supervision of offenders preferred.
4. Correctional custody or law enforcement experience preferred.

**B. Knowledge and Skills**

1. Knowledge of quality control procedures and inspections.
2. Knowledge of textile mill operations and procedures preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill in the use of machinery and equipment in the assigned area.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill in textile mill methods and procedures preferred.

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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 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, excessive cold, humidity, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, 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 (used for embroidery process), typewriter, calculator, copier, fax machine, textile manufacturing machinery and equipment, hand tools, forklift, pallet jack, dolly, telephone, and automobile.