

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST V –
Geographic Information Systems Facility
Production Supervisor

SALARY GROUP: A17

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: 9/5/2014

POSITION #: 024151

I. JOB SUMMARY

Performs highly complex work in the Geographic Information Systems Facility (GIS). Work involves overseeing the work of offenders to ensure efficient operations; and supervising the work of offenders. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees offenders in the performance of assigned tasks and the overall processing, production, and quality control of products to ensure the efficient operation of the GIS facility in meeting assigned product requirements; and provides technical training to implement production, quality, and shipping standards during the pilot phase of each conversion application.
- B. Plans schedules of operations; and maintains and oversees the maintenance of production and operational records.
- C. Requisitions supplies and equipment; and prepares invoices for products distributed.
- D. Inspects and provides technical assistance in the maintenance and repair of equipment.
- E. 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. Eighteen months full-time, wage-earning experience in computer-aided drafting (CAD) or geographic information systems (GIS)

or

four years full-time, wage-earning experience in any production or manufacturing operation.

Twelve 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) or equivalent technical or trade school courses in CAD or GIS may be substituted for the required semester hours or years of experience. The same technical or trade school courses may not be used to substitute for both required semester hours and years of experience.

3. Experience with Microsoft Access, Oracle, or Microsoft Structural Query Language (SQL) database server preferred.
4. Experience with MicroStation v8 or better, AutoCad 2012 or better, GeoMedia Professional v6.1 or better, and ESRI ArcGIS v10 or better preferred.
5. Experience in the supervision of offenders preferred.
6. Experience in correctional custody or law enforcement preferred.

B. Knowledge and Skills

1. Knowledge of production and workflow procedures.
2. Knowledge of quality control procedures and techniques.
3. Knowledge of safety, sanitation, and offender security preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

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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 and supervise offenders.
10. Skill in the operation of machinery and equipment in 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, 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, 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, plotters, scanners, tools for repairing computer equipment, dolly, telephone, and automobile.