

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST IV –  
Mop and Broom Factory Production Supervisor

SALARY GROUP: A16

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: C. F. Hazlewood, Jr. DATE: 12/3/2012

POSITION #: 024161

**I. JOB SUMMARY**

Performs moderately complex work in the production of various products. Work involves monitoring the work of offenders to ensure efficient operations; and training and supervising the work of offenders. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Monitors offenders in the performance of assigned tasks; develops production standards; makes recommendations on production procedure changes; monitors and reviews production to ensure quality and quantity control of finished products; and maintains surveillance over equipment and machinery maintenance.
  - B. Ensures on-the-job training and safety training are conducted for offender workers in methods and equipment used in production in the Mop and Broom Factory.
  - C. Prepares reports of operations and related documents.
  - 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. One year full-time, wage-earning experience in the manufacture of mops and brooms

or

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

3. Experience in correctional custody or law enforcement preferred.

**B. Knowledge and Skills**

1. Knowledge of quality control standards to maintain satisfactory levels of production.
2. Knowledge of production and workflow procedures.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Knowledge of mop and broom manufacturing 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 and supervise offenders.
10. Skill in the use of machinery and equipment in the assigned area 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, 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, typewriter, calculator, copier, fax machine, mop and broom manufacturing equipment and machinery, forklift, pallet jack, telephone, and automobile.