

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST VI –
Graphics Facility Assistant Plant Manager

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: 8/20/2014

POSITION #: 024209

I. JOB SUMMARY

Performs advanced work in the operation of the Graphics Facility. Work involves overseeing the work of offenders to ensure efficient operations; and planning, assigning, and supervising the work of employees and offenders. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans schedules of operations; evaluates operations and recommends changes; conducts inspections to ensure quality and quantity control is maintained; ensures the continued maintenance of machinery and equipment; and inspects and provides technical assistance in methods and equipment used in the printing trades.
- B. Reviews raw material requirements; and requisitions supplies, machinery, and equipment.
- C. Coordinates and directs technical training and in-service programs; and maintains evaluations and records of training activities and proficiencies.
- D. Assigns and supervises the work of employees and offenders; and assigns work tasks in various phases of production.
- 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. Two years full-time, wage-earning experience in the printing trades

or

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

3. Experience in the supervision of employees and offenders preferred.
4. Correctional custody or law enforcement experience 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 methods and procedures in the operation of a printing factory 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 employees and offenders.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to coordinate and supervise various manufacturing production lines simultaneously.
12. 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, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, 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, printing equipment, bindery equipment, drying ovens, dolly, telephone, and automobile.