

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST V –
Installation Crew

SALARY GROUP: A17

DEPARTMENT: Industry

Page 1 of 3

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: 7/18/2014

POSITION #: 024235

I. JOB SUMMARY

Performs highly complex work in the installation of furniture and various other products at state agencies, public schools, cities, and other institutions. 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; plans schedules of operations; and ensures accountability for equipment, tools, and parts.
- B. Assists in evaluating installation operations and ensures conformance to quality standards; prepares and maintains reports regarding operations; makes related recommendations; and makes sales calls to current and potential customers.
- C. Arranges for transportation and housing of assigned offenders from units or local jails near project sites; ensures available funds for offender meals; coordinates delivery or pick-up of products; and maintains evaluations and records of training activities and proficiencies.
- 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.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST V –
Installation Crew

SALARY GROUP: A17

DEPARTMENT: Industry

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Three years full-time, wage-earning correctional custody or law enforcement experience.
3. Furniture installation experience preferred.
4. Experience in the supervision of offenders preferred.

B. Knowledge and Skills

1. Knowledge of quality control standards to maintain satisfactory levels of production.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Knowledge of furniture manufacturing and repair 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 to train and supervise offenders.
10. Skill in the use of tools, machinery, and equipment in the assigned area preferred.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST V –
Installation Crew

SALARY GROUP: A17

DEPARTMENT: Industry

Page 3 of 3

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, twist, 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 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, 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 heat, excessive or intermittent noise, dust, fumes, smoke, gases, greases, 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, hand tools, power tools, telephone, and automobile.