

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST VI –
Bus Repair Facility Mechanical 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: C. F. Hazlewood, Jr. DATE: 10/31/2012

POSITION #: 024269

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Plans schedules of operations regarding the repair and maintenance of various types of gas or diesel powered vehicles and equipment to include engines, hydraulics, electrical, cooling systems, transmissions, fuel systems, and air conditioning systems; evaluates operations and recommends changes; and inspects and provides technical assistance in methods and equipment used in bus repair.
- B. Conducts inspections of vehicles and equipment to determine needed repairs and to ensure quality and quantity control is maintained; maintains records of vehicle maintenance and repairs; and ensures the continued maintenance of 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 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. Five years full-time, wage-earning diesel automotive repair experience.
3. Experience in the supervision of offenders preferred.
4. Experience in correctional custody or law enforcement preferred.
5. Valid Class B Commercial Driver's License (CDL).
6. Valid CDL Medical Examiner's certificate issued within the last two years.

Must maintain valid license(s) for continued employment in position.

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 motor vehicle and equipment repair to include parts and mechanics of motorized equipment.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations 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 prepare and maintain accurate records, files, and reports.
10. Skill in the use of machinery and equipment in the assigned area.
11. Skill to train and supervise offenders.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, 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, constant noise, fumes, smoke, gases, grease, dust, 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, forklift, pallet jack, hand tools, power tools, air tools, vom meter, engine timing light, vacuum gage, telephone, and automobile.