

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST V –  
Metal Fab  
Parts Room Supervisor

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: 3/20/2015

POSITION #: 024284

I. JOB SUMMARY

Performs highly complex work in the parts room operation of the Metal Fabrication Factory. 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; ensures the proper maintenance of machinery and equipment; and inspects and provides technical assistance to offenders in methods and equipment used in the Metal Fab Parts Room.
- B. Reviews maintenance material requirements; requisitions supplies, machinery, and equipment; ensures parts are charged out of inventory when issued; conducts inventory and ensures that a perpetual inventory count is maintained; and ships and receives raw materials and finished goods.
- C. Prepares reports of operations and maintains related documentation to include costs, down time, and adherence to safety codes; conducts training programs; 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 –  
Metal Fab  
Parts Room Supervisor

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. Four years full-time, wage-earning experience in a warehouse operation.
3. Experience in the supervision of offenders preferred.
4. Correctional custody or law enforcement experience preferred.

**B. Knowledge and Skills**

1. Knowledge of warehouse methods and procedures, inventory and stock control, and related record keeping and reporting.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Knowledge of Metal Fab parts 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 machinery and equipment in the assigned area preferred.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST V –  
Metal Fab  
Parts Room Supervisor

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, 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, dust, 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, telephone, forklift, pallet jack, dock boards and other warehouse equipment, and automobile.