

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST V –
License Plate Factory Digital Production Supervisor

SALARY GROUP: A17

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: 10/14/2015

POSITION #: 024306

I. JOB SUMMARY

Performs advanced work in the operation of the License Plate Factory. 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. Oversees offenders in the performance of assigned tasks in the digital processing and production of the License Plate Factory; plans schedules of operations; ensures the proper maintenance of machinery and equipment; and conducts inspections and provides technical assistance in methods and equipment used in the manufacturing of license plates.
- B. Reviews raw material requirements; requisitions supplies, machinery, and equipment; and prepares invoices for products distributed.
- C. Prepares reports of operations and related documentation to include quality and quantity of production; 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.

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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. Eighteen months full-time, wage-earning experience in information technology to include Windows-based operating systems or desktop publishing.
3. Eighteen months full-time, wage-earning experience in the printing trades

or

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

4. Experience in the supervision of offenders preferred.
5. 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 license plate manufacturing preferred.
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.

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10. Skill to train and supervise offenders.

11. Skill in the use of machinery and equipment in the assigned area preferred.

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 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, 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, forklift, pallet jack, metal fabrication equipment, inking machines, milling machines, ovens, conveyor systems, chemical basins, hand tools, power tools, telephone, and automobile.