

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST VI –
Computer Recovery Facility
Technical 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: Bobby Lumpkin DATE: 10/21/2015

POSITION #: 024450

I. JOB SUMMARY

Performs highly advanced work in the operation of the Computer Recovery Facility. Work involves directing and overseeing the work of offenders to ensure efficient operations; and planning, assigning, and supervising the work of offenders. Works under minimal supervision with extensive 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 proper maintenance and repairs of machinery and equipment are conducted; and inspects and provides technical assistance in methods and equipment used in computer repair, refurbishing, and recovery.
 - B. Coordinates and directs technical training; and maintains evaluations and records of training activities and proficiencies.
 - C. Plans, assigns, and supervises the work of offenders; and assigns work tasks in various phases of production.
 - 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. Two years full-time, wage-earning experience in the repair, refurbishing, or recovery of computers

or

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

3. Experience in the supervision of offenders preferred.
4. Correctional custody or law enforcement experience preferred.
5. Current Certified Novell Administrator, Certified Novell Engineer, or Microsoft Certified Systems Engineer from the appropriate certifying authority preferred.

Must have or be able to obtain the Computing Technology Industry Association (Comp TIA) A+ certification by appropriate certifying authority within eighteen months of employment date.

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

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

B. Knowledge and Skills

1. Knowledge of quality control standards to maintain satisfactory levels of production.
2. Knowledge of computer repair, refurbishing, or recovery preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.

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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 in the use of equipment used for diagnostics and evaluation in the computer repair industry.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to train and supervise offenders.

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, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, humidity, dust, intermittent noise, slippery or uneven walking surfaces, 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, dolly, telephone, and automobile.