

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST V –
Braille Facility Technical 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: 3/10/2015

POSITION #: 024475

I. JOB SUMMARY

Performs highly complex work in the operation of the Braille Facility. 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 and the overall processing and production of the Braille Facility operation; plans schedules of operations; ensures the proper maintenance of machinery and equipment; and inspects and provides technical assistance in methods and equipment used in Braille production.
 - B. Reviews raw material requirements; requisitions supplies, machinery, and equipment; and prepares invoices for products distributed.
 - C. Prepares reports of operations and related documents 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 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 the utilization of Braille equipment

or

four years full-time, wage-earning experience in any production or manufacturing operation.
3. Experience in the translation of Braille preferred.
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 methods and procedures for operating Braille translation equipment preferred.
4. Knowledge of Braille manufacturing procedures and translation preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill in the use of machinery and equipment in the assigned area.

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11. Skill to prepare and maintain accurate records, files, and reports.

12. 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, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., 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, dust, intermittent noise, 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, Braille equipment, pallet jack, telephone, and automobile.