

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST IV -
Braille Facility Technical Supervisor

SALARY GROUP: A16

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: 04/06/2016

POSITION #: 024478

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. 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; develops production standards; makes recommendations on production procedure changes; monitors and reviews production to ensure quality and quantity control of finished products; and ensures the proper maintenance of machinery and equipment.
 - B. Ensures on-the-job training is conducted for offender workers in methods and equipment used in production in the Braille Facility.
 - C. Prepares reports of operations and related documents.
 - 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. One year full-time, wage-earning experience in the utilization of Braille equipment

or

three 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.
6. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

Must possess Literary Braille Transcribing certification or be able to complete Literary Braille Transcribing course requirements and submit final manuscript to the Library of Congress for certification within eighteen months of employment date.

Selected applicants without required certification 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 production and workflow procedures.
3. Knowledge of Braille manufacturing procedures and translation 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.

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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 the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
10. Skill in problem-solving techniques.
11. Skill in the use of machinery and equipment in the assigned area.
12. Skill to prepare and maintain accurate records, files, and reports.
13. 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, telephone, forklift, pallet jack, Braille equipment, and automobile.