

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST IV –
Sign and Plastic Facility Production 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: 2/26/2014

POSITION #: 024572

I. JOB SUMMARY

Performs moderately complex work in the operation of the Sign and Plastic Facility. Work involves monitoring the work of offenders to ensure efficient operations; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assigns work and monitors offenders in the performance of assigned tasks; schedules and monitors production to ensure quality and quantity of finished products; and gives final quality approval to completed orders and ensures proper packaging and shipment.
 - B. Conducts technical training for offenders in methods and equipment used in injection molding and plastic sign production; and assists with computer design and layout for various types of signs and sign-related products.
 - C. Prepares reports of operations and related documents; and makes minor adjustments and corrective calculations regarding 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.

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 injection molding or sign production
or
three years full-time, wage-earning experience in any production or manufacturing operation.
- 3. Correctional custody or law enforcement experience preferred.
- 4. Experience in the supervision of employees or offenders preferred.
- 5. Graphic or digital design experience preferred.

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B. Knowledge and Skills

1. Knowledge of quality control standards to maintain satisfactory levels of production.
2. Knowledge of operational and production aspects of a manufacturing facility in a correctional setting.
3. Knowledge of current sign production methods and equipment.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
5. Knowledge of agency and departmental policies, procedures, rules, and regulations concerning safety, sanitation, and offender security.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill in problem-solving techniques.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill to review raw material requirements.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill in the use of computer-assisted sign production equipment preferred.
12. Skill in digital file management preferred.
13. Skill in the use of sign production equipment 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, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, constant noise, dust, fumes, smoke, gases, 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, forklift, pallet jack, metal fabrication equipment, inking machines, milling machines, ovens, conveyor systems, chemical baskets, hand tools, power tools, vinyl plotters, router tables, laser engravers, rotary engravers, injection molding machine, telephone, and automobile.