

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: EQUIPMENT OPERATOR I -
Warehouse/Truck Driver

SALARY GROUP: A15

DEPARTMENT: Commissary and Trust Fund

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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: Eric Johnston DATE: 10/06/2015

POSITION #: 031256

I. JOB SUMMARY

Performs complex work in the operation of heavy and light equipment. Work involves coordinating the maintenance, operation, and repairs, of equipment; and training offenders. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Operates and coordinates the operation of light and heavy equipment commercial vehicles in the transportation and delivery of orders to unit commissaries; and reviews and verifies inventory and shipping documents to ensure accuracy of orders.
- B. Receives and warehouses merchandise at the Distribution Center; and oversees offender staff loading and unloading merchandise; and ensuring safe and secure storage of cargo.
- C. Conducts inspections of vehicles and equipment to ensure adherence to safety standards and regulations; and performs preventive maintenance inspections, routine servicing, and minor repairs.
- D. Assists with monthly inventory; maintains perpetual inventory of assigned area; and prepares and maintains records and reports on offender workforce, equipment repairs, warehouse operations, safety, inventory, and equipment.
- E. Assists in maintaining security of assigned offenders; and exercises vigilance to prevent theft or damage to goods during loading, unloading, and transportation and to prevent attempted escapes.

* 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 warehouse operations, inventory and stock control, and supply methods and procedures.
3. Experience in the operation and maintenance of tracker-trailer rigs preferred.
4. Correctional custody or law enforcement experience preferred.
5. Valid Class A Commercial Driver License (CDL).
6. Valid CDL Medical Examiner's Certificate.

Must have or be able to obtain CDL with a Passenger (P) endorsement within sixty days of employment date.

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

Selected applicants without required endorsement 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 correctional rules and regulations.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of passenger and cargo loading and unloading methods.
4. Knowledge of merchandise handling and shipping operations.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Knowledge of the methods and procedures, rules, and regulations associated with the operation of Class A vehicles preferred.

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7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to operate warehouse equipment.
9. Skill to organize and maintain an accurate record keeping system.
10. Skill to train and supervise offenders.
11. Skill to operate Class A vehicles preferred.
12. Skill to operate tractor-trailer rigs and related 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 and outside, 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, excessive heat, cold, constant noise, dust, grease, oil, slippery or uneven walking surfaces, 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, copier, telephone, adding machine, forklift, dolly, pallet jack, dock board, bobtail truck, lift gate, tracker-trailer rig, and automobile.