I. JOB SUMMARY

Performs complex maintenance and construction supervisory work. Work involves planning, assigning, and scheduling offender staff involved in the installation, care, and repair of state facilities and equipment; and supervising the work of offenders. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

A. Supervises, inspects, schedules, assigns, and participates in performing general maintenance, construction, heating, ventilation, air conditioning (HVAC), and refrigeration work to include preventive and emergency maintenance; coordinates work assignments with other supervisors to ensure efficient use of resources.

B. Inventories supplies and equipment; initiates requisitions for materials and supplies; and prepares reports and maintains records of repairs.

C. Trains and supervises offender maintenance and construction workers; and ensures compliance with applicable safety rules, regulations, and standards.

D. 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. Six months full-time, wage-earning experience in the operation, maintenance, and repair of HVAC or refrigeration systems and equipment

   or

   completion of a National Center for Construction Education and Research (NCCER) training course with a Certified Plus status in an applicable field.
TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION

POSITION TITLE: MAINTENANCE SUPERVISOR I –
Heating, Ventilation, Air Conditioning, Refrigeration,
General Maintenance, and Construction

SALARY GROUP: A15

DEPARTMENT: Facilities Division

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3. Experience in the installation of HVAC or refrigeration preferred.

4. Experience in the supervision of offenders preferred.

5. Current Environmental Protection Agency approved Type I and Type II Refrigerant
Recovery Certification.

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

B. Knowledge and Skills

1. Knowledge of HVAC and refrigeration systems and equipment.

2. Knowledge of maintenance policies, procedures, and techniques.

3. Knowledge of agency and departmental organizational structure, policies, procedures,
rules, and regulations preferred.

4. Skill to communicate ideas and instructions clearly and concisely.

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

9. Skill to plan work in order to meet established guidelines.

10. Skill in the use of related tools, equipment, and test instruments.

11. Skill to train and supervise the work of offenders.
IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

A. Ability to walk, stand, sit, crawl, twist, 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, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, dust, fumes, smoke, gases, grease, oils, solvents, 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, calculator, copier, fax machine, refrigeration test gauges, refrigerant recovery equipment, vacuum pumps, oxygen and acetylene torches, welding machines, drill motors, grinders, miscellaneous hand tools, telephone, dolly, and automobile.