

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST IV -
Canning Plant

SALARY GROUP: A17

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division

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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: 03/17/2017

POSITION #: 023023

I. JOB SUMMARY

Performs advanced work in the production and processing of various food products. Work involves overseeing the work of offenders to ensure efficient operations; and assigning and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees the overall production processes in the Canning Plant; plans schedules of operations; develops production standards and procedures; monitors production to ensure quality and quantity control of products; reviews staff requirements; and assists in evaluating operations and in making recommendations for improvement.
 - B. Reviews raw material requirements; prepares requisitions for supplies, machinery, and equipment; and monitors and provides technical assistance to ensure the proper maintenance of machinery and equipment.
 - C. Prepares invoices for distributed products; and prepares and oversees the preparation of production and operational reports and records.
 - D. Assigns and supervises the work of employees and offenders; coordinates and ensures technical job training is conducted; and maintains evaluations and records of training activities and proficiencies.
 - E. Responds to emergency situations; performs various correctional and custodial 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. Two years full-time, wage-earning experience in food processing operations or industrial manufacturing

or

four years full-time, wage-earning production or manufacturing operations experience.

Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of one year.

3. Correctional custody or law enforcement experience preferred.
4. Experience in the supervision of employees or offenders preferred.
5. Completion of a Federal Department of Agriculture (FDA) approved Better Process Control School for low-acid and acidified canned foods preferred.

B. Knowledge and Skills

1. Knowledge of methods and standards of food processing, canning plant operations, and quality control procedures.
2. Knowledge of state and federal laws, rules, regulations, and guidelines related to food processing.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill in the operation and maintenance of food processing machinery and equipment.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to assist in establishing production procedures.
11. Skill to assign and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, twist, 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, excessive heat, cold, dampness and chill, excessive or intermittent noise, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, working with hands in water, 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, telephone, dolly, forklift, pallet jack, industrial food processing equipment, scales, and automobile.