

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR I -  
Farm Shop

SALARY GROUP: A15

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division-Agribusiness, Land and  
Minerals

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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: 08/11/2017

POSITION #: 023056

**I. JOB SUMMARY**

Performs complex supervisory maintenance work in farm shop operations. Work involves planning, assigning, and scheduling the installation, care, and repair of state facilities and equipment. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Plans, schedules, and oversees maintenance, repair, and fabrication work for farm equipment, heavy equipment, automobiles, and trucks; and assists in maintaining adequate inventories of various expendable items.
  - B. Assists in the execution of an audit program for the internal control structure of farm shops; assists in coordinating and maintaining filing and record keeping systems; and prepares reports and maintains records of repairs.
  - C. Ensures safety measures are implemented and maintained; conducts monthly safety meetings for employees and offenders; and instructs employees and offenders in farm shop policies and procedures.
  - D. Supervises offenders in the maintenance and repair of equipment.
  - E. 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 and two years full-time, wage-earning mechanical experience to include the maintenance and repair of diesel or gas-burning equipment or farm implements

or

sixty 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) with three semester hours of farm equipment repair courses

or

graduation from an accredited technical school with a certificate(s) in the field of internal combustion engine maintenance or repair or farm implement maintenance or repair.

2. Farm equipment maintenance and repair experience preferred.

Must have or be able to obtain a current Environmental Protection Agency approved Type 609 Universal Refrigerant Recovery and Recycling Certification within six months of employment date.

Must maintain valid certification for continued employment in position.

Selected applicants without required license(s) 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 inventory management to include procurement, stocking, and sales methods.
2. Knowledge of safety procedures and applications to include the management of hazardous materials.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

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4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill in the operation, maintenance, and repair of mechanical systems such as hydraulics, electronics, and major and minor engine and transmission components, with emphasis on farm equipment, including implements.
6. Skill to diagnose mechanical problems of various pieces of equipment and instruct the proper repair.
7. Skill in the use of metallurgy and welding techniques to include mig, stick, and oxygen/acetylene, for the repair and limited fabrication of equipment.
8. Skill in inventory control methods and the operation of computers.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to train and supervise 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 or intermittent noise, 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, calculator, copier, fax machine, telephone, dolly, farm equipment, diagnostic shop tools, and automobile.