

CORRECTIONS INDUSTRIES SUPERVISOR 1

Nature of Work: Under general supervision, oversees one or more of the Department of Corrections prison industries shops. The shops produce printed materials, license plates, new wood office and school furniture and repair wood and metal office and school furniture, among other products. The employee supervises and trains inmates in the production of these goods, ensures products meet specifications. Ensures that security is maintained. Performs related work as required.

Examples of Work

Plans, assigns, supervises and checks work of inmates in one or more prison industry shops at a state correctional institution.

Oversees accounting and record keeping activities of prison industries.

Oversees the maintenance of sufficient inventories of raw materials to maintain prison industries operations and fulfill contract obligations for finished products.

Inspects prison industry shop and plant to assure proper operations and to prevent fire and other hazards.

Reports on prison industry activity.

Supervises and participates in the repair and maintenance of equipment used in production of prison industry products.

Trains and supervises training of inmates.

Knowledge, Skills and Abilities

Knowledge of rules, regulations, laws and policies pertaining to prison industries.

Knowledge of production process in the area of assignment.

Knowledge of plant supervision and office procedures and practices.

Ability to communicate well, both orally and in writing.

Ability to react to emergency situations in a calm and reasonable manner.

Ability to plan and organize the production in assigned prison industries shop.

Ability to supervise the work of others in a production setting.

Minimum Qualifications

Training: Graduation from a standard high school or the equivalent.

Experience: Three years of full-time or equivalent part-time paid production experience in the area of assignment, one year of which included supervisory duties.

CORRECTIONS INDUSTRIES SUPERVISOR 1 (CONT'D)

Minimum Qualifications (cont'd)

Substitution: Successful completion of an approved vocational school program in the area of assignment may substitute for one year of the required non-supervisory experience. An Associate's degree in printing may be substituted for one year and a Bachelor's degree in printing for two years of the required non-supervisory experience for the area of assignment of Graphic Arts/Printing.

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CORRECTIONS INDUSTRIES SUPERVISOR 1 (CONT'D)

AREAS OF ASSIGNMENT

Braille

Cabinet Making

General

Graphic Arts/Printing

Industrial/Commercial Sewing

Janitorial Supplies

Sheet Metal Fabrication (Tag Plant)

Signs

Welding

Established: 8/19/93
Revised: 5/1/94, 1/23/95, 1/18/96, 7/2/96
Effective: 7/2/96