

CORRECTIONS MANUFACTURING SPECIALIST - LIGHT ASSEMBLY

KIND OF WORK

Craft (skilled) work supervising and training inmate workers in light assembly.

NATURE AND PURPOSE

Under general supervision, supervises and trains inmate workers in the assembly of pre-fabricated products, packaging, data entry production, and/or telemarketing. Performs related work as required.

This class differs from the Corrections Manufacturing Specialist - Light Manufacturing in its level of complexity. Product parts will typically be constructed prior to their introduction into the Corrections Industries. Positions in this class then assemble and/or package the parts into a finished product. In contrast, the Corrections Manufacturing Specialist - Light Manufacturing will develop raw materials into a total finished product which requires application of interrelated skills.

Inherent in this classification is responsibility for institution security. All employees are expected to be alert at all times and to report or intervene immediately in any behavior or activity which could affect the security of the institution, or jeopardize the safety of staff, inmates, or the public.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans, organizes, assigns, and directs work activities of inmate workers to ensure that production deadlines and quality assurance standards are met. This is accomplished by setting production goals, scheduling a sufficient number of inmates, and inspecting final products before shipping.

Selects, promotes, rewards, and disciplines inmate workers to ensure that the inmate work force is treated equitably while also ensuring that production standards are maintained. This is accomplished by reviewing inmate records, interviewing job candidates, and evaluating performance against established standards of productivity.

Trains inmate workers in techniques and principles of data entry and/or light assembly to develop and apply inmate job skills and to produce quality products to customers' specifications within contract deadlines. This is accomplished by explaining and demonstrating to inmates the assembly techniques for each specific job order.

Structures individual inmate jobs to match inmate skill levels, ensure safety and the production of quality products within contract deadlines. This is accomplished by modifying equipment and tools, simplifying directions, and modifying steps in the production process to their simplest level.

Recommends new or modified production methods to supervisor so that products are manufactured efficiently and meet quality standards. This is accomplished by developing designs, specifications, and setting up and adjusting equipment to complete the assembly process.

Assists in developing data entry and/or light assembly contracts to ensure that inmate employment and training opportunities are maximized. This is accomplished by contacting firms and agencies to explain the industries' programs; assisting in developing bids; and assisting in writing data entry programs or project specifications.

Establishes production schedules so that contract deadlines are met. This is accomplished by: forecasting

the amount of supplies, staff, equipment, and additional work hours necessary to complete production.

Implements quality control procedures within assigned area to eliminate lost production time and to assure that quality and production standards are maintained.

Monitors compliance with all OSHA, fire and safety rules, and ACA standards so that assigned shop is safe and hazard free. This is accomplished by performing periodic maintenance on equipment; locking up all toxic, combustible, and flammable chemicals; inspecting shop daily for cleanliness and potential hazards and correcting all problems; keeping tools secure; and instructing inmates on safety procedures.

Submits reports to management so that industry activities are accurately monitored and evaluated. This is accomplished by compiling and completing inmate evaluations, periodic inspection reports, safety and accident reports, and production and cost reports.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Supervisory principles sufficient to select, motivate, direct and evaluate inmate workers.

Training methods sufficient to explain and demonstrate manufacturing tasks so that inmate workers understand and learn their assigned jobs.

Telemarketing techniques sufficient to accurately survey consumer markets.

Data entry techniques and methods sufficient to produce a wide range of data entry jobs.

Light assembly and packaging techniques and methods sufficient to produce and package a variety of products.

Data entry equipment such as keyboard and terminal.

Light assembly and packaging equipment such as sealing machines, glue guns, etc.

Basic mathematics sufficient to estimate production costs, time and raw materials.

Health and safety standards sufficient to ensure compliance with OSHA standards and fire and safety rules.

Ability to:

Communicate orally sufficient to train, direct, and motivate workers and to establish and maintain effective working relationships with other production areas, vendors, and customers.

Objectively observe and report on inmate behavior in the production area sufficient to ensure a secure, safe, and productive work environment.

Communicate in writing sufficient to clearly and concisely complete instructions and reports.

Repair and maintain production equipment sufficient to replace worn and broken parts, clean and lubricate according to the manufacturers' standards.

Est.: 5/90

Rev.:

T.C.:

Former Title(s):