

CORRECTIONS INDUSTRIES PRODUCTION SUPERVISOR

KIND OF WORK

Supervisory Corrections Industries work.

NATURE AND PURPOSE

Under general supervision, supervises a staff of Corrections Manufacturing Specialists. Positions at this level will supervise at least two separate and diverse product lines and/or related industry activities. In addition to the supervisory tasks, the production supervisor plays a key role in ensuring that quality assurance standards and production deadlines are met through subordinate staff.

This class differs from the Corrections Industries Administrative Supervisor 1 because of its greater emphasis on achieving established production goals. Although the Production Supervisor may assist in budget development, establishing Industries' policies and standards, and related administrative tasks, positions in this class exist primarily to ensure coordination and production among diverse product lines and activities. Benchmark positions that illustrate this class concept are the Supervisor over production control, engineering and drafting, maintenance, tool and die, and warehousing at MCF - Stillwater and the Supervisor over metal products, service parts, and private industry at MCF - Stillwater.

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 the work of subordinate Corrections Manufacturing Specialists to ensure that production deadlines and quality assurance standards are met. This is accomplished by establishing production goals and deadlines, coordinating production among product lines, scheduling staff, and determining production standards.

Recommends hiring, promotions, rewards, discipline, separation and grievance dispositions to ensure that qualified employees are hired, retained and treated equitably. This is accomplished by interviewing job candidates, evaluating performance against established standards of productivity, and through application of law and appropriate collective bargaining agreements.

Trains subordinate staff in the set up and use of new manufacturing equipment and materials so that production levels are improved. This is accomplished by developing instructional materials, demonstrating new techniques and procedures, and assessing employees' proficiency in the new subject matter.

Develops annual sales and budget forecasts for all areas supervised to ensure overall profitability. This is accomplished by determining price and product specifications for new jobs; analyzing monthly profit and cost reports; approving purchase requests; and taking corrective action when necessary.

Develops and recommends new products to compliment the current product lines and ensure industry growth. This is accomplished by analyzing new products for cost effectiveness and compatibility with current operations.

Develops and recommends new or modified designs so that products are manufactured efficiently and meet quality standards. This is accomplished by developing patterns, specifications, drawings, and layouts.

Recommends and/or evaluates the use of new materials and equipment so that a quality product is produced. This is accomplished by contacting vendors for information on new products, setting up testing processes, and analyzing the costs and benefits of new materials and equipment.

Develops and implements quality control procedures and methods to reduce waste and cost and ensure product quality. This is accomplished by establishing measurable manufacturing standards and comparing products to the standards.

Monitors compliance with all OSHA, fire and safety rules, and ACA standards so that all areas supervised are safe and hazard free. This is accomplished by establishing equipment maintenance schedules for subordinate staff; delegating staff to secure hazardous materials; assigning subordinate staff to inspection schedules; and communicating standards through meetings, memos, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Supervisory principles and practices sufficient to select, motivate, direct, and evaluate subordinate staff.

Training principles sufficient to ensure that subordinate employees learn and understand all aspects of their jobs including methods and procedures on new and updated machinery and production processes.

Production control and quality control procedures and methods sufficient to determine and implement the most effective production methods.

Methods of cost analysis and estimating sufficient to determine the profitability of product lines and production methods.

Equipment and machinery sufficient to determine production set ups, maintenance, and repair needs.

Hazardous waste control methods sufficient to determine storage and disposal methods.

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

Mathematics sufficient to estimate production costs, time and raw materials, and to prepare budget and sales forecasts.

Ability to:

Supervise and motivate subordinate staff.

Design and conduct on-the-job training for subordinates to ensure that they have the necessary skills to supervise inmates workers.

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

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

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T.C.:
Former Title(s):