

CORRECTIONS MANUFACTURING SPECIALIST - LIGHT MANUFACTURING

KIND OF WORK

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

NATURE AND PURPOSE

Under general supervision, supervises and trains inmate workers in the manufacture of garments made from textiles, paper and vinyl products, bedding, mattresses, box springs, and other sewn products. Performs related work as required.

This class differs from the Corrections Manufacturing Specialist - Light Assembly because of its greater technical depth. Incumbents supervise and train inmate workers in all facets of a production process requiring application of a skilled craft. At the Assembly level, Specialists direct the assembly of pre-fabricated parts into a finished product.

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

Trains inmate workers in the techniques and materials used in garment, vinyl, and paper products manufacturing to develop and apply inmate job skill levels and to produce quality products to customers' specifications within contract deadlines. This is accomplished by explaining and demonstrating to inmates layout and design; fabric, paper, and vinyl cutting; sheet gluing; pressing and drilling; riveting; die cutting; stitching and sewing; heat sealing; foil stamping; and edge gluing and sewing.

Trains inmate workers in set up and use of manufacturing equipment such as commercial sewing machines, tape edge machines, border machines, button tufter, heat stamping machines, power saws, hydraulic presses, cutting saws and knives, sergers, and perforators.

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 designs to supervisor so that products are manufactured efficiently and meet quality standards. This is accomplished by developing patterns, specifications, drawings, and layouts.

Determines production schedules so that production 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 scrap and lost production time and to assure that manufacturing standards are maintained. This is accomplished by recommending a quality control plan, observing manufacturing processes and procedures, and inspecting final products.

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 shop equipment; securing all toxic, combustible and flammable chemicals and issuing only as required; inspecting shop daily for cleanliness and potential hazards and correcting all problems; keeping tools secure; instructing inmates on safety procedures and conducting regular fire and safety inspections of the work area.

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.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Supervisory practices 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.

Techniques of garment, vinyl and paper products manufacturing sufficient to train inmates in the production process and to develop new or modified product designs and processing techniques.

Materials used in the manufacturing process such as adhesives, threads, fabrics, vinyls, paper, and needles sufficient to manufacture a variety of products.

Manufacturing equipment such as commercial sewing machines, tape edge machines, border machines, button tufter, heat stamping machines, power saws, hydraulic presses, cutting saws and knives, sergers, perforators sufficient to demonstrate its safe and efficient use to inmate workers.

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 inmate 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):