

CORRECTIONS MANUFACTURING SPECIALIST - WOOD

KIND OF WORK

Craft (skilled) work supervising and training inmate workers in manufacturing of wood products.

NATURE AND PURPOSE

Under general supervision, supervises and trains inmate workers in diverse wood manufacturing processes. These processes include constructing, finishing, refinishing, painting, and upholstering furniture, panels, moldings and related wood 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 are accountable for assembling 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 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 woodworking principles and techniques to maximize inmates' skill levels and ensure production of quality products within contract deadlines. This is accomplished by instructing individual inmates on how to complete work tasks and monitoring skill development needs.

Trains inmate workers in the use of wood manufacturing equipment such as power saws; routers; edge disk and horizontal sanders; joiners; surface planers; spray equipment for sealer, lacquer, and stain; sewing machines; cushion stuffers; foam saws; drills; and jig saws.

Structures individual inmate jobs to match inmates' 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.

Determines 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 scrap and lost production time and to assure that manufacturing standards are maintained.

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

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; 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.

KNOWLEDGE, 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.

Woodworking, cabinet making and upholstering principles and techniques sufficient to supervise and train inmates in the construction of furniture, panels, and related wood products.

Upholstery and wood manufacturing equipment such as power saws; routers; edge disk and horizontal sanders; joiners; surface planers; spray equipment for sealer, lacquer, and stain; sewing machines; cushion stuffers; foam saws; drills; and jig saws.

Materials used in the manufacturing process such as fabrics, vinyls, and leathers sufficient to upholster a variety of furniture styles.

Characteristics of various wood types; capabilities of adhesives, paints, lacquers, and solvents; and types of hardware such as hinges, door tracks, and pulley systems used in furniture construction.

Basic mathematics sufficient to estimate production costs, time and raw materials necessary to complete work orders.

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.: 6/94

Rev.:

T.C.:

Former Title(s):