

CORRECTIONS MANUFACTURING SPECIALIST - TRANSPORTATION AND
WAREHOUSE

KIND OF WORK

Technical work supervising and training inmate workers engaged in transporting manufactured products and/or shipping, ordering, receiving, and storing manufactured products, parts, and raw materials.

NATURE AND PURPOSE

Under general supervision, supervises and trains inmate workers in all facets of pickup, delivery and installation of manufactured products; and/or all facets of ordering, storage, inventory, and inspection of parts, equipment, raw materials, and manufactured products. Performs related work as required.

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 deadlines are met. This is accomplished by setting schedules, assigning a sufficient number of inmates to each trip or to the warehouse, and monitoring inmate work activity.

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

Trains inmate workers in procedures used to assemble and set up merchandise at the customer's site. This accomplished by preparing written and oral instructions and demonstrating the procedures on-the-job.

Trains inmate workers in methods of storage and inventory control to ensure that the warehouse is operated efficiently.

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 work process to their simplest level.

Maintains stock levels for industry parts, raw materials and special equipment so that production deadlines are not delayed and customers can obtain necessary parts and services. This is accomplished by analyzing yearly sales trends and cost factors to determine quantity of each inventory item and submitting orders to the factory.

Recommends prices on new service parts and revised prices on existing products to ensure competitive pricing. This is accomplished by analyzing sales trends, industry costs, and market prices; and publishing price lists.

Performs a quality control check on manufactured products stored in the warehouse to ensure that work has been completed correctly. This is accomplished by conducting inspections as products enter the warehouse and recommending corrective action if products are defective or damaged.

Orders and receives raw materials to ensure continuity in the manufacturing process. This is accomplished by checking freight bills to assure merchandise is in good condition and determining correct location merchandise is to be delivered or stored.

Resolves customer's problems by investigating their concerns, ordering additional parts or materials; coordinating repairs or replacements.

Transports manufactured products to customers so that pick-up and delivery services in customers' contracts are fulfilled. This is accomplished by determining routes, reviewing special regulations; obtaining permits as needed for over-width, length, and weight; checking truck for fuel, oil, and safety; and operating large semi-tractors and smaller trucks on deliveries.

Supervises and directly loads and unloads merchandise in fulfillment of customers' contracts. This is accomplished by obtaining security clearance for inmates who are transporting and delivering products in the community; inspecting merchandise for damage and taking corrective actions; and assembling and setting in place transported merchandise

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 work area 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 inspections, 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 job tasks so that inmate workers understand and learn their assigned jobs.

Techniques and methods of storage and inventory control sufficient to ensure an adequate level of supplies, raw materials, and parts.

Rules governing permits for transporting large loads over highways to ensure that motor vehicles are operated within appropriate regulations.

Operating procedures for large, semi-tractors and smaller trucks to ensure safe deliveries.

Equipment used in the warehouse such as forklifts, tow motors, electronic and manual weight scales.

Mathematics sufficient to analyze and recommend prices for parts and services and to determine satisfactory inventory levels.

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 manufacturers standards.

Est.: 5/90
Rev.:

T.C.:
Former Title(s):