

CORRECTIONS MANUFACTURING SPECIALIST - GRAPHICS

KIND OF WORK

Craft (skilled) work supervising and training inmate workers in graphic production.

NATURE AND PURPOSE

Under general supervision, supervises and trains inmate workers in the preparation, filming, and processing of microfilm, microfiche and other micrographic media; printing; mechanical and plate reproduction of artwork; production of validation stickers for motor vehicles; and related bindery operations. 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 graphics and bindery techniques and principles to maximize inmates' skill level 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 printing equipment such as planetary cameras; rotary cameras; engineering cameras; letterpresses; offset presses; platemakers; collators; processors; roll, card, and film duplicating machines; paper cutters; drill machines; glue machines; stamping machines; and roller presses to maximize inmates' skill levels and ensure production of quality products within contract deadlines.

Structures individual inmate jobs to match inmate skill levels, insure safety and 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.

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, layouts.

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

Monitors compliance with 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 and monitoring 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 learn and understand their assigned jobs.

Printing, bindery and/or micrographic principles and techniques sufficient to train inmate workers in the production of graphic products.

Plates, inks, films, silk screening materials, processing chemicals, mill board, and related print and bindery supplies sufficient to produce a variety of graphic products.

Printing and bindery equipment such as planetary and rotary cameras; engineering cameras; letterpresses; platemakers; collators; processors; roll, card, and film duplicating machines; paper cutters; drill machines; glue machines; and roller presses.

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.: 5/90
Rev.:

T.C.:
Former Title(s):