GENERAL DESCRIPTION

Performs highly complex (senior-level) work in the production and processing of various products. Work involves monitoring the work of offenders to ensure efficient operations. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Monitors offenders in the performance of assigned tasks and the overall processing, production, and quality control of products.

Plans schedules of operations.

Provides technical assistance in methods and equipment used.

Prepares reports of operations.

Reviews raw material requirements.

Ensures that proper maintenance and repairs are conducted on machinery and equipment.

Maintains or oversees the maintenance of production and operational records.

Requisitions supplies, machinery, and equipment and prepares invoices for product distribution.

Responds to emergency situations.

Searches for escaped offenders, transports offenders, and performs correctional and custodial support functions as needed.

May supervise the work of others.

Performs related work as assigned.
GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in industrial management work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of production and workflow procedures and of quality control procedures and techniques.

Skill in the use of machinery and equipment.

Ability to interpret and apply rules, regulations, policies, and procedures; to estimate production requirements; to communicate effectively; and to supervise the work of others.