



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 5115

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**PENITENTIARY INDUSTRIES MANAGER**  
GRADE J

**SCOPE OF WORK:**

Work activities involve managing overall operations of one of the divisions within Rough Rider Industries operated under the Department of Corrections and Rehabilitation.

**DUTIES PERFORMED:**

- Enforce all American Correctional Association, North Dakota State Penitentiary, and Department of Corrections and Rehabilitation policies and procedures as they relate to Rough Rider Industries.
- Establish work schedules; assign and monitor work to meet production requirements and deadlines.
- Ensure availability of necessary labor, materials, equipment, and product inventories to meet production schedules.
- Train inmate workers in the methods and procedures necessary to produce a quality product while maintaining safety training and standards.
- Evaluate performance of inmate workers and production supervisory staff.
- Counsel inmates regarding conduct and work ethic in order to prevent escapes, injuries, and damage to property.
- Enforce shop rules and regulations in tool control and safety, and inmate control and training.
- Coordinate and supervise the installation, operation, maintenance, and repair of equipment.
- Develop, establish, and coordinate standards for the production and marketing of new and standardized products.
- Evaluate production, efficiency, and product quality through established methods to ensure standards are met; maintain solvency, increase production, efficiency, and product quality.
- Prepare and maintain all required production records, reports, and forms (i.e., safety data, tool control, hazardous waste, etc.).
- Maintain security of work areas and materials; inspect areas for contraband such as weapons and illegal drugs.
- Maintain orders, product structures, production reports, inmate payroll, purchase requisitions, and computerized inventories using specified software programs.
- Facilitate and participate in cross training within Rough Rider Industries Divisions.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in industrial arts, industrial technology, industrial engineering, or a closely related field, and three years of supervisory or managerial experience in an industrial or manufacturing setting.

Or an associate degree in industrial arts, industrial technology, industrial engineering, or a closely related field, and four years of manufacturing experience. Two years of the work experience must have been in a managerial or supervisory capacity.

Or a high school diploma or GED and six years of manufacturing experience. Manufacturing experience must include production scheduling, product design, prototype construction, building product structures and material billing, quality control, inventory management, providing bid estimates, and experience in working with computerized manufacturing software. Three of those years must have been in a managerial or supervisory capacity. Manufacturing experience must be in, or closely related to, the industry to be managed.

Eff. Date: 06/92

Rev: 02/00 – Word processing conversion

Rev: 07/03 – Updated duties and minimum qualifications

Rev: 07/12 – Conversion to Hay System