



INDUSTRIES SPECIALIST

SCOPE OF WORK:

Work activities include providing vocational training and assistance to inmate workers performing activities involved in the transporting of industry raw materials, production, warehousing, delivery, and set-up of Rough Rider Industries (RRI) products.

DUTIES PERFORMED AT ALL LEVELS:

- Participate in hiring, training, counseling, and evaluating inmate workers regarding proper work attitudes, job skills, customer relation skills, and work ethic to enhance employment opportunities upon release.
- Ensure that all inmates are provided with mandatory pre-employment training; maintain procedure and safety training records.
- Maintain security and enforce all safety rules and regulations.
- Enforce all related American Correctional Association (ACA), ND State Penitentiary, and Department of Corrections and Rehabilitation policies and procedures.
- Perform inspections and inmate searches; oversee the conduct of inmates.
- Provide training in the proper use of tools and equipment and in production procedures, packaging, warehousing, delivery, and set-up procedures and techniques; enforce quality control measures within the work unit; maintain tool and hazardous chemical control.
- Coordinate with business/finance staff to ensure that proper cost accounting principles and procedures are followed to maintain control of raw materials and finished goods; investigate inventory discrepancies.
- Monitor production schedules; coordinate material flow in and out of the warehouse and work areas.
- Oversee cycle counts; develop ways to increase production, warehousing, and delivery efficiencies.
- Perform and/or arrange for the scheduled maintenance and repair of assigned equipment and vehicles; maintain records.
- May develop prototypes for potential products and for modifications to existing products.
- Assist with developing policies and procedures within assigned work area.
- Participate in cross training between work areas and divisions of RRI.
- Respond to emergencies and situations that occur after normal hours.

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

INDUSTRIES SPECIALIST I

5127

GRADE H

LEVEL DEFINITION:

Work at this level involves duties that are performed at the workstations of the manufacturing, warehousing, and distributing facilities. Individuals in positions assigned this class are responsible for the training and supervision of inmate workers employed in the production, warehousing, delivery, and set-up of manufactured goods.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires two years of vocational training or a certificate of training in wood or upholstery fabrication, metal fabrication, welding, or graphic arts, and two years of work experience in a related industrial production or warehouse field. Or a high school diploma or GED and four years of work experience in a related manufacturing, production, warehouse, or transportation environment. Or, a high school diploma or GED and successful completion of one year as an RRI Industrial Production Apprentice. A Commercial Drivers License (CDL) is required for warehouse/transportation positions. The hiring authority may specify minimum qualifications, depending on the position to be filled, at the time of recruitment.

INDUSTRIES SPECIALIST II

5128

GRADE I

LEVEL DEFINITION:

Work at this level includes administrative duties in providing guidance and direction to lower level positions and operational data to the supervising Industries Manager.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Maintain inmate personnel files; may process inmate payroll.
- Initiate purchase requisitions; maintain and manage computerized inventories and movement of goods.
- Provide estimates; develop product structures; review production reports and schedules.

- Oversee the efficiency of operations; analyze and make recommendations to the Industries Manager regarding production flow, cost containment, and the efficient utilization of resources.
- Arrange with common carriers for the best price and delivery times for incoming raw materials; communicate results with Purchasing Agent.
- Coordinate timely delivery of finished products; may provide on-site customer service; coordinate and/or perform product repairs.
- Review policies and revise procedures to comply with ACA policies related to security and safety in prison industries.
- Ensure that drivers stay current with their Commercial Drivers License (CDL) and conform to ND Department of Transportation regulations; coordinate with Surplus Property to have RRI drivers backhaul surplus items.
- Supervise plant operations in absence of the Industries Manager.
- Oversee inmates performing yard work/snow removal, janitorial functions, and building maintenance.

MINIMUM QUALIFICATIONS:

Requires two years of vocational training or a certificate of training in wood or upholstery fabrication, metal fabrication, welding, or graphic arts, and three years of work experience in a related industrial production or warehouse field. One year of experience must have been in a managerial or supervisory capacity. Or, a high school diploma or GED and five years of work experience in a related manufacturing, production, warehouse, or transportation environment including two years in a managerial or supervisory capacity. Work experience must include quality control, inventory management, building product structures, and processing bills for materials. Or, a high school diploma or GED and successful completion of two years as a RR Industries Specialist I. A Commercial Drivers License is necessary for warehouse/transportation positions. The hiring authority may specify the minimum qualifications, depending on the position to be filled, at the time of recruitment.

Eff. Date: 06/92

Rev: 12/94 - Rewrote 5127 and added second level

Rev: 10/97 - Rewritten in current format

Rev: 02/02 – Revised minimum qualifications and factoring for the first level

Rev: 10/03 – Revised title, duties, scope of work, minimum qualifications to include warehouse /transportation positions

Rev: 07/12 – Conversion to Hay System