



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 5129

INDUSTRIAL PRODUCTION APPRENTICE

GRADE E

SCOPE OF WORK:

Individuals assigned to positions in this class provide vocational training and assistance to inmate workers performing activities involved in the production of Rough Rider Industries (RRI) products. Work is performed at the workstations of the manufacturing plant or off-site installations. Work is of a training nature and is closely supervised. Independent actions are not undertaken unless authorized through completed training or policy.

DUTIES PERFORMED:

- Maintain security and enforce all safety rules and regulations.
- Enforce American Correctional Association (ACA) policies and procedures as they relate to prison industries.
- Perform inspections, shakedowns, and inmate searches; oversee conduct of inmates.
- Provide training in production procedures, techniques, and proper use of tools and equipment.
- Monitor production schedules, coordinate material flow, and provide technical assistance in production and quality control.

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 two years of vocational training with a major emphasis specific to the position objective or a high school diploma or GED and two years of work experience in a related manufacturing/production environment.

NOTE: Work experience will be considered related if a review of information regarding previous tasks performed clearly shows that the work is substantially the same as that required to be accomplished in this position.

Eff. Date: 2/98

Rev: 07/12 – Conversion to Hay System