

DUTY STATEMENT



1. Institution/Division/Office: CSP-Solano/Operations/CALPIA		2. Unit/Industry/Enterprise: Metal Fabrication	
3. Classification Title: Industrial Supervisor, P.I. (Metal Fabrication)		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 075-481-7191-017		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under direction of the Prison Industries Superintendent I (Metal Fabrication), the incumbent supervises the manufacture, painting, and finishing of various kinds of metal products. The incumbent supervises the use of all types of metal working machines, including: spot welders, punch presses, power brakes and shears, bending machines, drill presses, and support equipment. Also responsible for forklift operators, stock attendants, and janitors. Employees will have regular and substantial contact with persons incarcerated in California Department of Corrections and Rehabilitation institution and/or medical facilities.			
8. Work Schedule: Monday through Thursday 0615 to 1615			
9. Percentage (%) of time performing duties: 45% 30% 20%	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first. <p style="text-align: center;">ESSENTIAL FUNCTIONS</p> Supervises and trains incarcerated individual workers in metal fabrication and production methods; maintains discipline and security; plans and schedules operations including scheduling labor and materials; supervises the setup, adjustment and operation of equipment; responsible for quality control, and production control, and inventory control; ensures all assigned work is completed on schedule to meet due date requirements; follows and performs tool control procedures; implements the individual components of the Industry Employment Program by training and motivating incarcerated individuals in personal development through their participation in the program. Plans and coordinates the flow of raw materials into finished goods; makes recommendations to increase production efficiency and quality; keeps abreast of industry to increase production efficiency and quality; keeps abreast of industry developments/products and institution/department rules and regulations; operates a computer system (ERPLx, SAGE, etc.) and performs transactions related to the manufacturing of metal products. Trains incarcerated individuals how to prevent accidents and injuries on the job; safeguards state property; prepares performance evaluations for pay increases/decreases; records incarcerated individual timekeeping; prepares disciplinary documentation when necessary; analyzes situations accurately and takes effective action.		
(Continued on Page Two)			

