

DUTY STATEMENT

1. Institution/Division/Office: Correctional Training Facility/Operations Division/CALPIA		2. Unit/Industry/Enterprise: Wood Products	
3. Classification Title: Industrial Supervisor, Prison Industries (Wood Products)		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 104-120-7178-012		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: <p>Under the direction of the Prison Industries Superintendent I (Wood Products), the incumbent is responsible for assisting in the overall planning, organization, and supervision of the wood products enterprise within a state correctional facility. Employees will have regular and substantial contact with persons incarcerated in California Department of Corrections and Rehabilitation institution and/or medical facilities</p>			
8. Work Schedule: Monday – Thursday 0615-1615			
9. Percentage (%) of time performing duties:		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.	
		ESSENTIAL FUNCTIONS	
40%	Supervises incarcerated workers in the production line manufacturing of furniture. Trains, and instructs incarcerated workers in safe and proper use of tools and machinery used in furniture manufacturing including, but not limited to, cutting, milling, laminating, machining, assembly, sanding, finishing, final touch-up and repairs. Assigns work to incarcerated workers and checks quality and quantity of work performed and it's conformance to established standards. Maintains inventory control of raw goods, component parts, hardware and other items used in furniture production. Is responsible for safe pallet jack and forklift operation. Maintains tool control security and inventories for all handheld and small power tools.		
30%	Trains incarcerated workers in safety and the use of safety equipment. Conducts safety meetings, maintains safety records and documents performance. Performs safety inspections and assigns all departmental work. Strives to prevent accidents and injuries on the job. Safeguards state property, trains, counsels and supervises incarcerated workers in the production of work and personal development.		
15%	Maintains discipline and control of assigned incarcerated workers during work hours. Writes performance evaluations and disciplinary reports of incarcerated workers.		
5%	Works with the mechanic to keep all shop equipment operating in a safe efficient manner. Keeps apprised of new developments and techniques used in wood products production. Attends required training provided by IST.		
5%	Keeps apprised of institution and department rules and regulations. Implements the individual components of the Industry Employment Program, trains and motivates incarcerated workers in their personal development through their participation in the program.		
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