

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

INDUSTRIES SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise and direct prison factory production or service operations within Michigan State Industries in the Department of Corrections.

There are three classifications in this job.

Position Code Title - Industries Supervisor-1

Industries Supervisor 12

The employee serves as a first-line supervisor at a single industry production operation, or as an assistant supervisor at a multiple industry production/service operation. The employee supervises subordinate Industries Production Leaders.

Position Code Title - Industries Supervisor-2

Industries Supervisor 13

The employee serves as a first-line supervisor at a multiple industry production/service operation.

Position Code Title - Industries Supervisor-3

Industries Supervisor 14

The employee serves as a second-line supervisor. The employee directs all activities of a plant operations through subordinate Industries Supervisors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Investigates and responds to grievances.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs a production/service operation.

Develops and maintains production schedules.

Supervises Industries Production Leaders and/or Industries Supervisors and other assigned staff.

Ensures policy and procedure updates are communicated and implemented.

Schedules production and shipping of orders.

Requisitions supplies, materials, and equipment.

Prepares reports and supervises office work incidental to the keeping of time, inventory, production, and material cost records.

Develops capital outlay budget recommendations for equipment and materials.

Prevents waste and controls costs.

Maintains and controls inventory levels.

Works with the custody staff in providing proper security and supervision.

Responsible for quality assurance for goods and services.

Determines the availability and suitability of material for orders and estimates.

Selects the kind, grade, and quality of materials to be used.

Has responsibility for health and safety conditions.

Recommends changes in techniques for more efficient operations.

Orders, receives, and disburses supplies and materials according to prescribed procedures.

Directs the use, maintenance, and adjustment of machinery.

Checks new materials for conformance to specifications.

Directs and trains prisoners as appropriate.

Assists in the design and development of new products and procedures.

Assists with sales and marketing in the promotion of products and services.

Develops and maintains a training program for prisoners and subordinate Industries Production Leaders.

Supervises the unloading, wrapping, crating, shipping, and billing of goods.

Participates in the preparation of specifications.

Directs the development of new products and procedures; tests new materials.

Provides input for short and long range goals and objectives.

Maintains a production schedule supplied by the supervisor or manager.

Maintains harmonious relations in the factory.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the 12 level, considerable knowledge is required at the 13 level, and thorough knowledge is required at the 14 level.

Knowledge of manufacturing methods and practices and technical processes for the goods being made.

Knowledge of methods of production and quality assurance.

Knowledge of the machines, tools, materials, supplies, and equipment used in the industry.

Knowledge of material's specifications.

Knowledge of plant layouts and standards of operation.

Knowledge of inspection techniques.

Knowledge of training and supervisory techniques, and employee policies and procedures.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of occupational hazards and safety precautions.

Ability to supervise machine setup and operation.

Ability to interpret equipment and material specifications.

Ability to read blueprints.

Ability to make material, time, and cost estimates on new products.

Ability to maintain production and quality control.

Ability to maintain proper health and safety conditions.

Ability to supervise and instruct supervisors and prisoners.

Ability to monitor and evaluate program and organizational performance in order to assess efficiency and effectiveness.

Ability to train and assess prisoner performance.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively, both verbally and in writing.

Ability to maintain favorable public relations.

Ability to maintain harmonious relations in the factory.

Working Conditions

Some jobs require an employee to be exposed to hazardous work environments.

The job requires direct contact with prisoners.

Physical Requirements

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

Education

Education typically acquired through completion of high school.

Experience

Industries Supervisor 12

One year of experience equivalent to an Industries Production Leader E10.

Industries Supervisor 13

Two years of experience equivalent to an Industries Production Leader E10 or one year equivalent to an Industries Supervisor 12.

Industries Supervisor 14

Three years of experience equivalent to an Industries Supervisor 12 or one year equivalent to an Industries Supervisor 13.

Alternate Education and Experience

Industries Supervisor 12

Two years of supervisory experience in a similar type of production or manufacturing operation, may be substituted for the education and experience requirements.

Special Requirements, Licenses, and Certifications

Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

All positions except for 14 level supervisors are assigned subclass codes. Individuals appointed to positions that are subclass coded must possess the required specialized experience, training, or license.

Individuals appointed to positions that are assigned more than one subclass code must meet at least one of the subclass code requirements; otherwise, applicants will be considered for appointment only in those industries for which their experience is appropriate. Subclass code definitions and requirements are published on the Civil Service web site.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

INDSTRSPV

Job Code Description

INDUSTRIES SUPERVISOR

Position Title

Industries Supervisor-1

Industries Supervisor-2

Industries Supervisor-3

Position Code

INDTSPV1

INDTSPV2

INDTSPV3

Pay Schedule

NERE-070

NERE-073

NERE-075

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