

STATE OF NEBRASKA CLASS SPECIFICATION
CORRECTIONS INDUSTRIES PRINT SHOP OPERATOR

EST: 01/95 - REV: 06/14
CLASS CODE: M84660

DESCRIPTION: Under limited supervision; plans, organizes, coordinates, directs, and controls the production of the print shop as a profit center utilizing inmate labor; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, assigns, and directs the work activity of inmate staff to facilitate the attainment of the inmate's work goals and to ensure safety and security by consistent application of policies, procedures and guidelines.

Confers with and counsels inmate staff to exchange work related information and/or explain work policies, procedures, and guidelines and to identify work related problems and formulate possible solutions.

Review and compares work performance and products of inmate staff with established standards to determine employee production levels and training needs and to determine appropriate promotions, disciplinary actions, and grievance dispositions.

Trains inmate staff in the principles, practices, policies and procedures of the print shop production to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Schedules printing production to effectively and efficiently coordinate materials and manpower availability with production orders.

Records payroll data, production orders, purchases, inventory and other relevant data to comply with directives, supply management with reports and have a shop record.

Determines materials necessary for production orders to price orders, submit bids, and complete and submit purchase requests.

Develops methods to efficiently inspect finished products and/or work-in-process to maintain effective quality control.

Inspects shop equipment for safety and condition, to lubricate equipment, perform preventative maintenance, make minor repairs, or refer defects to maintenance.

Analyzes and improves existing product design and develops new cost effective product production methods for new products to better serve customers needs.

KNOWLEDGE, SKILLS AND/OR ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: materials, machinery, and tools used in the print shop; machinery maintenance; inventory control; safety; material movement and control; application processes; and quality control; production methods employed in the print shop; state purchasing procedures; organizational structure and interrelationships; rules and regulations governing the conduct of inmates; general security and emergency procedures; materials and application methods including their safe use; and machinery and tools used in the print shop including their safe use, maintenance, and general repair.

Ability to: communicate effectively; train inmates in the production process; prepare reports; keep records; demonstrate machine or tool process; maintain close control over inmates; meet production requirements and standards in a production setting involving multiple products and work stations; maintain clear and accurate records; plan and organize the production process of the print shop; supervise legal offenders in the production of goods; alter production processes and product design to produce marketable items; maintain control of print shop materials, machinery, and tools; control legal offenders; understand and enforce rules governing inmates; analyze product flow; plan, analyze, and organize shop operational need requirements; and maintain a safe and secure work environment.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Associates Degree in graphic arts/design or related field OR two years' experience in a printing trade, which may include: working in commercial printing, sign making, silk screening and embroidery, industrial printing and/or producing Braille transcription products.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).