

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

State Industries Production Technician

Definition

Trains and supervises correctional residents in the manufacture of products or the delivery of services in a state industries product division and has an assigned responsibility for overseeing specific production activities (e.g., a responsibility for a zone, shop, floor, area, etc.), and/or assisting a production coordinator or supervisor in the operation of a state industries product division; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Assists supervisor by instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Assists in coordinating the manufacture of products or delivery of services in a state industries product division and, in the absence of the production coordinator, assumes responsibility for the overall operation.

Oversees specific production activities for an assigned zone, shop, floor, area, etc.; works in other areas/facilities on a relief basis, as dictated by staffing levels.

Enforces institutional security rules and inventories and controls the use of tools and keys in the industry work area; takes resident counts and reports absences and rule infractions; searches area for contraband and quells disturbance between residents.

Trains residents in the acquisition of specific skills in the manufacture of state industry products or delivery of services; instructs residents in the operation of machines and equipment and use of industrial chemicals; assigns work to residents under supervision.

Checks machines for proper safety equipment and adherence to Occupational Safety and Health Administration standards; reports and corrects safety violations when noted, certifies only properly trained residents are allowed to operate machines and equipment and that residents use of safety glasses; inspects work area for sanitary conditions and directs residents in cleaning.

Maintains an inventory of raw materials and supplies on hand and keeps records of disbursement; participates in a physical inventory and informs program coordinator at regular intervals of inventory levels; requisitions raw materials and inspects upon receipt.

Inspects finished products for conformance to federal EPA standards, product specifications, and quality control standards.

Sets up and operates various machines and equipment used in the state industries product division; performs periodic inspections of machines and equipment and services at regular intervals; prepares written status reports to supervisor on preventive maintenance.

Prepares written performance evaluation on all residents under supervision and provides relevant feedback to counselors; keeps track of residents' hours worked and absenteeism, processes payroll information, and recommends pay raises and job changes.

Competencies Required

Knowledge:

- Production and Processing – Raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Mechanical – Machines and tools, including their designs, uses, repair, and maintenance.
- Engineering and Technology – Practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Administration and Management – Business and management principles involved in resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Abilities:

- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Problem Sensitivity – Identify when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Control Precision – Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Near Vision – See details at close range (within a few feet of the observer).
- Manual Dexterity – Quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Visualization – Imagine how something will look after it is moved around or when its parts are moved or rearranged.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively.
- Coordination – Adjusting actions in relation to others' actions.
- Operation Monitoring – Watching gauges, dials, or other indicators to make sure a machine is working properly.

- Operation and Control – Controlling operations of equipment or systems.
- Quality Control Analysis – Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) One year of full-time work experience in the direction of employees in one of the following areas related to the manufacture/delivery of Iowa State Industries products or services:
 - a. *Wood Furniture Fabrication*: cutting, planing, shaping, routing, gluing, staining, and assembling wood furniture.
 - b. *Upholstery Fabrication*: cutting patterns, sewing, stitching, tacking, gluing, and assembling fabric and foam upholstery items.
 - c. *Braille Production*: translation of printed documents into Literary and/or Nemeth Code Braille using the Perkins Braille writer and/or computer translation programs, thermoforming, binding, producing raised line drawings.
 - d. *Graphics Arts Production*: layout, proofing, darkroom operation, screen-printing, press operation (offset, duplicator, desktop publishing), binding, and cost estimating.
 - e. *Chemical Formulation*: mixing, blending, bottling, packaging, and labeling personal care, floor care, kitchen, laundry, and bathroom chemical products.
 - f. *Sign Fabrication*: blanking, shaping, and forming metal, wood, and plastic into sign substrate. Application of reflective or non-reflective sheeting to substrate to produce traffic control signs.
 - g. *Warehouse Operations*: receiving, accounting for, storing, and disbursing raw materials, component parts, and finished products. Loading, unloading, routing, and dispatching delivery vehicles.
 - h. *Service Center Operation*: receiving, processing, recording, and fulfilling incoming telephonic calls. Initiating, recording, and servicing outgoing calls. Responding to and servicing mailed and electronically transferred requests for information; using computers to provide services.
 - i. *Industrial Safety*: implementing and administering programs to ensure compliance with the standards of regulatory agencies (OSHA, EPA, etc.) in manufacturing plants. Providing safety training to personnel in industrial plants.
 - j. *Manufacturing Support Services and Production Control*: coordinating the disbursement of raw materials and component parts to production shops; scheduling the output of production shops to ensure efficient final assembly; scheduling and routing delivery of finished goods; coordinating on-site installation of large projects between production, delivery, contracted vendors, and customers; inventory control; quality control; micro-graphics, or computer-based production control and support.

- 2) One year of full-time work experience in the supervision and training of correctional residents or employees in the manufacture and delivery of products or services.
- 3) Current, continuous experience in the state executive branch that includes one year of full-time work in the Iowa Department of Corrections in a position requiring direct offender supervision.

Notes

Within a period of time after hire, as determined by the appointing authority, persons in this class may be required to obtain a Commercial Driver's License (CDL) and endorsements.

Effective date: 10/23 SA