

**CLASS TITLE: METAL STAMPING SHOP SUPERVISOR/  
WAREHOUSE AND MAINTENANCE (ACI)**

Class code: 02334801  
Pay Grade: 24A  
EO Code: G

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the operation of a small metal stamping shop engaged in the production of automobile number plates; to instruct and train inmate help in the performance of the various operations involved; and to do related work as required.

**SUPERVISION RECEIVED:** Work is assigned by a superior; position makes own work decisions with respect to technical details involved; work is reviewed on completion for quantity and quality.

**SUPERVISION EXERCISED:** Usually none over other state employees; supervises inmates who are assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the operation of a small metal stamping shop engaged in the production of automobile number plates; to instruct and train inmate help in the performance of the various operations involved

To be responsible for the production of automobile number plates, metal signs and other metal articles in accordance with specified quality and quantity requirements.

To provide inmate training and guidance and review and evaluate work performance to ensure compliance to established standards.

To develop work schedules and a preventative maintenance program in a designated trade discipline and apply them to the activities of an assigned inmate staff.

To review and evaluate the performance of assigned inmate workers to determine adherence to established work schedules.

To order materials and maintain an adequate inventory of required materials to carry on shop or maintenance work.

To set dyes in metal stamping power presses.

To draw up specifications for new dyes.

To be responsible for ensuring the adherence to established safety rules and regulations.

To maintain records of materials used and prepare simple reports of progress on specific assignments.

To maintain and adjust blanking and embossing presses, enameling machinery and ovens.

To operate a forklift.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the practices, techniques and equipment used in the manufacturing of automobile number plates, metal

signs and sheet metal articles; a skill in dye setting on metal stamping power presses and in other metal stamping processes; a thorough knowledge of machinery repair; the ability to operate and make necessary adjustments to machinery and equipment used in the manufacturing of automobile number plates, metal signs etc.; the ability operate metal enameling equipment; the ability to supervise and instruct inmate workers; the ability to estimate the materials and labor costs involved in the fabrication of metal articles; the ability to operate a forklift; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a high school diploma or equivalency; and

Experience: Such as may have been gained through: employment in a position involving the operation of metal stamping power presses or other related hydraulic machinery.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment and continually thereafter:

1. Must be physically qualified to perform assigned duties as evidenced by a physician's certificate; and,
2. Must possess valid certification as a forklift operator.

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