

**CLASS TITLE: PAINT AND JANITORIAL SUPPLY SHOP
SUPERVISOR (CORRECTIONS)**

**Class Code: 02852400
Pay Grade: 622
EO Code: G**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Adult Correctional Institutions, to be responsible for the operation of batch making of janitorial supplies and latex paint; to instruct and supervise inmates in the performance of the various operations involved; and to do related work as required.

SUPERVISION RECEIVED: Receives work assignments from a superior with considerable latitude for the use of independent judgement in the application of the practices and techniques of the trade; work is reviewed usually upon completion for performance to well established regulations.

SUPERVISION EXERCISED: Assigns, supervises and reviews the work of inmates assigned to the workshop.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Adult Correctional Institutions, to be responsible for planning, organizing and conducting the activities of inmates engaged in the operation of batch making of janitorial supplies and latex paint.

To supervise and instruct inmates in the performance of activities such as the development of formulas; preparing various mixes according to standards and quantity; washing laboratory equipment, including chemicals and disposing of contaminated materials after proper treatment; maintaining proper environmental conditions such as heat and humidity; and packaging finished products in janitorial supplies and latex paints.

To requisition all laboratory supplies and equipment in compliance with current OSH/EPA rules and regulations; to establish and maintain a catalogue of frequently used items; to maintain a perpetual inventory control system including maintenance records for equipment; to schedule replacement and preventive maintenance of equipment; to equipment safety equipment to ensure the safety of employees.

To operate a central storeroom; to receive, unpack, store, safeguard and issue supplies; to maintain records of items requisitioned and received; and to write reports.

To test all raw materials and finish products for conformity to specifications.

To operate an industrial forklift truck for the purpose of loading and unloading raw materials from trucks which provide shipments to the Correctional Industries Unit.

To oversee the inventory of all materials and to oversee the preparation of all shipments to its respective destination.

To be the liaison/expeditor between management, sales, and production operations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS, AND CAPACITIES: A thorough knowledge of the practices, techniques, tools, equipment and materials used in preparing various mixes according to standards and quantity of janitorial materials and latex paint; a working knowledge of procedures and methods of receiving, storing, distributing, and accounting for materials and supplies; a familiarity with general office procedures; the ability to lay out, plan and supervise work; the ability to instruct and direct inmates; the ability to prepare and keep accurate records, such as the inventory of supplies, materials, and equipment; the ability to prepare reports; and other related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a high school degree or equivalency with specialization in basic computer skills; and

Experience: Such as may have been gained through: considerable employment in a laboratory with responsibility for the batch making, requisitioning, storage, distribution, and control of janitorial supplies and latex paint.

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, must be qualified to perform assigned duties as evidenced by a physician's certificate.

Class Created: October 31, 2004