

**POSITIN TITLE:**

Penal Workshop Specialist

**CLASS CONCEPT:**

The first full performance level class works under direction & requires considerable knowledge of penal workshop operating policies & procedures & skill in operation of tools & equipment of particular assigned area in order to oversee work of inmates assigned to penal workshop or in carrying out service delivery.

**JOB DUTIES:**

**(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Oversees work of inmates assigned to penal workshop (e.g., printing, furniture, clothing, sheet metal, paint) or engaged in service delivery (e.g., asbestos removal; assembly & repair of OPI products at customer's location; assembly of modular furniture at customer's location), provides security & custody of inmates, trains inmates in proper work methods, equipment operation &/or safety practices, assigns & reviews work, ensures quality control of products/service delivery, evaluates work of & assigns specific job functions to inmates & prepares & maintains records & reports of workshop activities/service delivery.

Orders &/or maintains stock, materials & tools; oversees equipment maintenance &/or workshop cleaning; escorts &/or transports inmates; oversees shipping, receiving, storage &/or inventory of products & materials.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of penal workshop operating policies & procedures\*; craft or trade in particular assigned area (e.g., sewing, metal work, carpentry); fractions, decimals, percentages; employee training & development. Skill in operation of hand & power tools & equipment (e.g., drill press, bindery equipment, sewing machine) of particular assigned area. Ability to understand system of mechanical or other specialized procedures; communicate verbally regarding mechanical or non-mechanical matters; stand, walk or bend continuously; move limbs/fingers easily to operate equipment or use tools.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes fractions, decimals & percentages; 18 mos. trg. or 18 mos. exp. in craft or trade (e.g., sewing, metal work, carpentry) & in operation of hand & power tools & equipment (e.g., drill press, bindery equipment, sewing machine) of particular assigned area; 3 mos. trg. or 3 mos. exp. in employee training & development.

-Or, for positions assigned to asbestos abatement program, successful completion of the following courses: asbestos building inspection initial course, asbestos management planner initial course & asbestos abatement project supervisor initial course per EPA regulations Asbestos Hazard Emergency Response Act (i.e., AHERA), CRF763 Sub Part E.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

For positions assigned to asbestos abatement program, must obtain & maintain current licensure as asbestos hazard abatement specialist as issued by Ohio Department of Health per Ohio Revised Code (i.e., ORC) 3710. Must pass physical examination & annual physical examination (i.e., cost of physical examination incurred by employer) thereafter per ORC 3710

**UNUSUAL WORKING CONDITIONS:**

May be exposed to unpredictable inmate behavior; may be exposed to constant noise from equipment or power tools; may be exposed to dirt, dust, paint fumes & other unpleasant conditions.