



Tennessee Rehabilitative Initiative in Correction

Website:

www.TRICOR.org

To apply please submit your resume or application via:

Email:

TRICOR.HumanResources@tn.gov

Or

Mail to:

TRICOR Human Resources

6185 Cockrill Bend Circle

Nashville, TN 37209

For more information contact Nikki Turner at 615.741.5705



**All State of Tennessee facilities are smoke free environments.
The State of Tennessee is an equal opportunity, equal access, affirmative action employer.**

Floor Supervisor Manufacturing

Textile Operations

West Tennessee State Penitentiary

Job Class: Non-Preferred

Location: Henning, TN

TRICOR, a self-supported agency of the State of Tennessee, prepares Offenders for success after release. Our creative workforce solutions create value for Partners, Taxpayers and the Tennessee Economy.

Job Description: To provide strong and dynamic supervision and support to TRICOR'S Textile operations. Reporting to the Production Manager of Textiles, this position is accountable for efficient operation of production, activities supporting training, supervision, coaching and motivation of offender workers, flow of materials, quality production activities, maintenance of equipment, control of operating costs, raw material utilization, and maintenance of safety and sanitation standards in a manner consistent with TRICOR'S policies and guidelines. This position will be committed to enhancing quality programs and excellence in customer satisfaction, trust and respect for all employees, offender workers, customers and correctional facility wardens and staff.

Primary Responsibilities:

- Management of textile manufacturing operation utilizing offender workforce.
- Trains and supervises TRICOR offenders in textile manufacturing operation.
- Demonstrate the ability to coach and give appropriate, firm and fair guidance to offender workers.
- Oversees offender work performance, coordinate training, performance evaluations, conduct job interviews and provide input to upper management of potential new hires.
- Maintains TRICOR and TDOC institutional staff working relationships.
- Maintain tool, equipment, raw material and operational inventory controls.
- Accountable for textile plant and warehouse safety, compliance and on-time delivery.
- Accountable for communication with the Production Manager and other staff involved in the processes which impact successful outcomes and assisting in the resolution of identified problems.
- Position requires excellent understanding of textile manufacturing processes, equipment operation and maintenance, as well as, training and supervision.
- Accountable for assuring that the textile plant, warehouse, staff and offender activities are compliant to TRICOR, TDOC and ACA standards, and other regulatory agencies.
- Proficient in Microsoft Office software and basic office equipment such as computer, printer, fax machine, adding machine, copier and scanner.
- Accountable for ensuring building maintenance, fire safety, and sanitation control.
- Performs other related duties as assigned.

Education, Experience and Qualities:

- High School Diploma or equivalent required. Associates Degree or higher preferred.
- Minimum of 1-3 years of industrial textile manufacturing experience required.
- Corrections experience is a plus.

Key Competencies:

Time Management, Critical Thinking, Decision Making, Process Management, Team Oriented, Detail Oriented, Results Oriented, Customer Focus, Verbal/Written Communication, Problem Solving and Active Listening.