



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:

6185 Cockrill Bend Circle

Nashville, TN 37209

For more information contact Nikki Turner at 615.741.1779



All State of Tennessee facilities are smoke free environments.

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.

PRESS SUPERVISOR

TRICOR Logistics Center

Location: Nashville, 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.

Please send salary requirements with your resume and/or application.

Job Description: Supervises offender workforce at the TRICOR License Plate plant to ensure manufacturing and quality control procedures are followed and all schedules/timelines are met. Responsibilities include graphic design, safety, equipment maintenance, inspection, payroll, tool control, and inventory management. Reads and interprets computer reports as required.

Primary Responsibilities:

- Supervise day to day plant operations in a professional and ethical manner according to TRICOR and TDOC policies and procedures.
- Responsible for license plate manufacturing in a correctional environment utilizing offender workers.
- Minor maintenance responsibilities on equipment.
- Must be proficient in graphic design to assist with new plates as well as color and adjustment of current plate designs.
- Verifies and approves first production run on all work orders.
- Follows protocol on customer sales orders and work orders.
- Provide and maintain a safe, clean and organized work environment that allows all workers to be productive and efficient.
- Enforces a preventative health, safety, and environmental work place.
- Responsible for training, supervising, and coaching staff and offender workers in a TRICOR industries program.
- Work with TRICOR and TDOC correctional staff to achieve plant safety and security.
- Serves as back up to Production Manager.
- Performs other duties as assigned

Education, Experience and Qualities:

- High School Diploma or equivalent required. Degree in Business, Engineering, Industrial Technology or related discipline is preferred.
- Must have industrial knowledge in a manufacturing environment, metal stamping preferred.
- Efficient in Microsoft Word, Excel, Power Point, Email and internet.
- Graphics or photo imaging required Adobe Systems Adobe Photoshop software; Corel CorelDraw Graphics Suite; Graphics software; Image editing software for designing new license plates.
- Valid vehicle operator's license.

Key Competencies:

Coaching Skills, Mechanical Ability, Graphic Design, Time /Process Management, Mentorship, Organizational Skills, Critical Thinking, Decision Making, Team Oriented, Detail & Results Oriented, Customer Focus, Verbal/Written Communication, Problem Solving and Active Listening.