



Tennessee Rehabilitative Initiative in Correction

Website:

www.TRICOR.org

Email:

TRICOR.HumanResources@tn.gov

For more information contact
Nikki Turner at 615.741.5705

240 Great Circle Road

Suite 310

Nashville, TN 37228



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

TRICOR FLOOR SUPERVISOR – TAG PLANT

TRICOR Logistics Center

Job Class: Non-Preferred

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.

Job Description: Supervises offender workforce to ensure manufacturing and quality control procedures are followed and all schedules/timelines are met. Responsibilities include safety, equipment maintenance, inspection, payroll, tool control, and inventory management. Reads, interprets, and develops 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.
- Verifies and approves first production run on all work orders.
- Follows protocol on customer sales orders and work orders.
- Responsible for the inventory of license plates in house and the shipping accountability on all license plates.
- 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
- Responsible for the issuance and receiving of Class A and Class B tools in a correctional environment
- Work with TRICOR and TDOC correctional staff to achieve plant safety and security
- Schedules offender workers per policies to cover production schedules.
- Must become an active participant in TRICOR’s coaching revolution and embrace associated training and TRICOR’s management philosophy.
- 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.
- Efficient in Microsoft Word, Excel, Power Point, Email, internet, and PhotoShop/Corel Draw for designing new license plates.
- Valid vehicle operator’s license.

Key Competencies:

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