

JOB DESCRIPTION

Benchmark Job #156

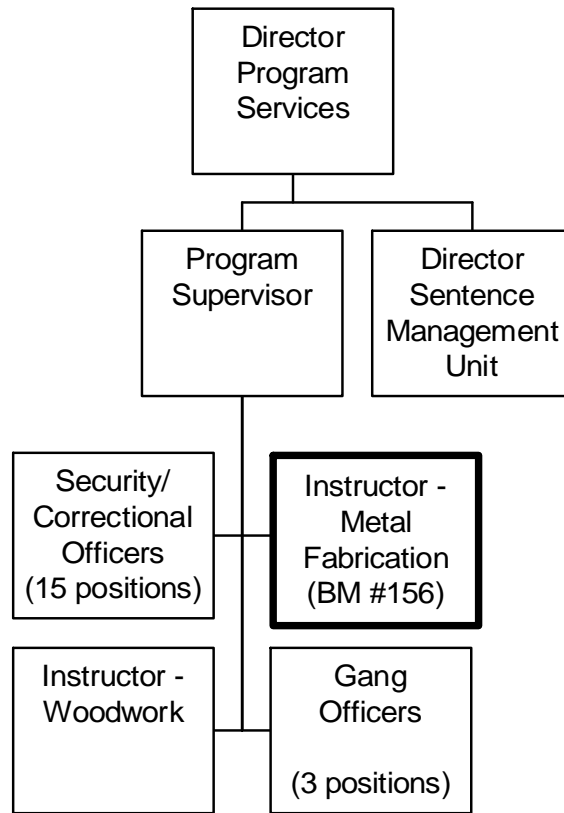
Ministry:	Attorney General	Working Title:	Instructor - Metal Fabrication
Branch:	Corrections VIRCC	Level:	Range 21
Location:	Victoria	Classification:	Instructor (Corrections)

PRIMARY FUNCTION

To operate an industrial shop in a secure setting (Vancouver Island Regional Correctional Centre) including directing and instructing inmates on assigned projects in metal fabrication.

JOB DUTIES AND TASKS

1. Coordinates the Inmate Work Program in metal fabrication
 - a. drafts the yearly business plan considering product market changes and opportunities in the community and estimates profit/loss on operations
 - b. prepares cost estimates for projects to be undertaken
 - c. designs products to be built and directs the production of metal products such as gates, canopies and trailers for sale
 - d. exchanges information with customers regarding design specifications and materials needed
 - e. calculates costs and arranges for the purchase of equipment and materials including metals, welding supplies, gases and abrasives
 - f. schedules when work projects are to be completed
 - g. performs quality assessments of finished products and establishes standards for work
 - h. completes all necessary paperwork including project estimates, program work sheets, inmate pay sheets, order forms, drawings and injury reports
2. Instructs and directs 6 to 8 inmate workers in an industrial shop on assigned projects in metal fabrication
 - a. assigns inmates to project or work stations
 - b. instructs inmates on metal fabrication, use of materials and shop machinery such as lathes, drills, drill press and milling machine
 - c. assists inmates in performing tasks and ensures that inmates use equipment in a safe manner and that tasks are properly understood
 - d. ensures that security requirements are maintained at all times and that correctional rules and regulations are adhered to
 - e. resolves conflicts between inmates in the shop
3. Performs case management duties
 - a. assesses and records inmate work habits, behaviour, performance and progress
 - b. provides feedback to inmates regarding performance and progress
 - c. recommends wage level of each inmate based on the incentive program and available wage scale
 - d. prepares appraisals on inmate performance for remission purposes
4. Performs other related duties
 - a. ensures the maintenance and repairs of shop equipment by others
 - b. identifies equipment requirements and makes requests to management
 - c. exchanges information daily with Program Supervisor regarding completion of projects and reports any unusual situations to appropriate staff
 - d. responds to emergencies and performs first aid if required
 - e. keeps up-to-date files on shop activities and inmate progress
 - f. maintains inventory of shop materials and equipment
 - g. performs welding and machining as required



REASON FOR CLASSIFICATION

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Job Title: Instructor – Metal Fabrication

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of the metal fabrication trade and analyze, diagnose, interpret and apply trade standards to instruct inmates in the production of gates, canopies and trailers.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of inmate abilities and program requirements and choose an approach using a combination of accepted metal fabrication methods and equipment to provide skills training to inmate workers in a metal fabrication shop, draft yearly business plan and assess progress of inmate workers.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage inmate workers to learn and be productive in a metal fabrication shop.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use precision welding and machining tools in working to close tolerances.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by metal fabrication standards, applies accepted work methods in a different way to instruct and direct inmate workers in the production of metal fabrication products and establish production quality standards.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to draft a business plan, including financial estimates of profit/loss, requiring knowledge of the metal fabrication instruction program and potential markets as well as detailed planning.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control physical assets by ensuring shop equipment is maintained and repaired by others.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of 6 to 8 inmate workers (5+ to 10 FTEs).	CE	15
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure safety and security of inmates in a correctional institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe and listen while instructing inmate workers doing different projects in an institution metal shop.	D	18
11	PHYSICAL EFFORT Heavy physical effort to regularly lift, carry, push and pull heavy metal pieces, projects and equipment in welding shop.	E	24
12	SURROUNDINGS Exposure to direct involvement with unpredictable inmates almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always being exposed to the possibility of physical violence from inmates at a correctional centre.	E	12

Total Points: 761

Level: Range 21