

# TRICOR FLOOR SUPERVISOR - PRD

## Turney Center Industrial Complex

Job Class: Non-Preferred

\$29,359 – \$44,818 Annually

Location: Only, TN



TRICOR  
6185 Cockrill Bend Circle  
Nashville, TN 37209

For more information contact:  
Nikki Turner  
615.741.1779

To apply send resume/application  
and salary requirements via email to:

[TRICOR.HumanResources@tn.gov](mailto:TRICOR.HumanResources@tn.gov)



*All State of Tennessee  
facilities are smoke free  
environments.*

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

**Schedule:** Monday-Thursday, 8:00 AM – 6:30 PM

### Job Description:

To provide strong and dynamic supervision and support to TRICOR's business operations at Turney Center Industrial Complex while working closely with TRICOR's PIE business partner. Reporting to the Operations Manager I, this position is accountable for supporting the activities 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. **This position could become a 2<sup>nd</sup> shift position.**

### Primary Responsibilities:

- Assist Operations Manager with TRICOR and PIE partner contract compliance.
- Maintain necessary office supply levels by completing purchase requisitions and processing receipts in TIMS.
- Assist in the semi-annual performance evaluations of offender workers and document completion.
- Assist in operation of time clock system and daily timekeeping reports.
- Develop and/or maintain appropriate administrative programs related to offender worker absenteeism.
- Assist in maintenance of work related documentation, safety & sanitation.
- Assist in completion of weekly billing reports.
- Assist in completion of monthly payroll reports.
- Assist in daily activities of operating the TCIX PIE operation.
- Apply learned coaching methods while directly interacting with offender workers on a daily basis.
- Performs other duties as assigned.

### Education, Experience and Qualities:

- High School diploma or equivalent required. Associates Degree or higher preferred.
- Three (3) years supervisory experience required.
- Experience working with offenders is a plus.
- Proficient in Excel and other Microsoft Office software.
- Ability to demonstrate people, administrative, communication, and coaching skills.
- Attention to detail is required.

# TRICOR FLOOR SUPERVISOR - PRD

## Turney Center Industrial Complex

Job Class: Non-preferred

\$29,359 – \$44,818 Annually

Location: Only, TN



TRICOR  
6185 Cockrill Bend Circle  
Nashville, TN 37209

For more information contact:  
Nikki Turner  
615.741.1779

To apply send resume/application  
and salary requirements via email to:

[TRICOR.HumanResources@tn.gov](mailto:TRICOR.HumanResources@tn.gov)



**All State of Tennessee  
facilities are smoke free  
environments.**

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

### Key Competencies:

Ethics and Integrity, Time Management, Organizational Skills, Presentation Skills, Critical Thinking, Decision Making, Process Management, Functional/Technical Competency Team Oriented, Detail Oriented, Results Oriented, Customer Focus, Verbal/Written Communication, Problem Solving and Active Listening.

### State of Tennessee Benefits

Health Insurance	401K & Retirement Pension Plans
Dental Insurance	Textbook Reimbursement
Vision Insurance	Continuing Education Discounts
Incentive Plan (subject to plan criteria)	Employee Learning & Development
Flexible Spending Accounts	Life Insurance

For more information regarding health options you may visit:

<http://www.partnersforhealthtn.gov/>

For State of Tennessee pension plan:

<http://treasury.tn.gov/tcrs/PDFs/hybridplan.pdf>

For Deferred Compensation – 401K:

<http://treasury.tn.gov/dc/>

TRICOR exists to provide occupational and life skills training for Tennessee's incarcerated population through job training, program opportunities, and transitional services designed to assist Offenders with a successful reintegration into society.

TRICOR operates multiple businesses ranging from data entry and printing to agriculture and manufacturing. TRICOR offers Tennessee's state, county and local government's quality goods and services and competitive pricing.

TRICOR transforms lives on a daily basis.

TRICOR designs programs to make an impact on the lives of offenders and prepare them for success after release.



TRICOR is committed to continuous performance improvement, which enhances the impact it has on the offender workforce by making them a critical part of a team driven by internationally-recognized high performance standards. To accomplish this, TRICOR uses the Malcolm Baldrige Framework and participates in the Tennessee Center of Performance Excellence (TNCPE) process. TNCPE, a non-profit organization dedicated to making Tennessee a better place to live and work through use of the national Baldrige Excellence Framework, has provided TRICOR with the tools and development necessary to move our organization toward best in class status. Our involvement has not only strengthened our business and program operations, but is providing our offender workforce the opportunity to work and develop their skills in an environment, which prepares them to achieve self-sufficiency once released from prison.