



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:

240 Great Circle Road

Suite 310

Nashville, TN 37228

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.

OPERATIONS MANAGER I

Bledsoe County Correctional Complex

Job Class: Executive

Location: Pikeville, 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:

The Operations Manager 1 will provide strong and dynamic leadership to TRICOR's manufacturing operation, be committed to fostering quality and excellence in customer satisfaction, trust and respect for all employees, offender workers, private sector partners and correctional facility wardens. Reporting to the Operations Manager 2, this position will serve as the liaison for the TRICOR/Private Sector Joint Venture program in a correctional setting for a two shift operation and will be accountable for managing the activities in a manner consistent with TRICOR's guidelines. The Operations Manager 1 will be held accountable for safety, environment, service and budget results that are consistent with annual targets and TRICOR corporate objectives.

Primary Responsibilities:

- Function as liaison with the private sector contractor, local TDOC personnel and TRICOR administration in the operation of a major prison industry facility for the private sector.
- Directs the day to day plant operations to include time and attendance, production scheduling, inventory control, tool control and safety.
- Responsible for timely submission of accurate operation data to agency personnel and accounting sections.
- Coordinates with contractor to ensure production flow is uninterrupted on a multi-shift schedule.
- Prepares necessary reports of wages paid, inmates worked, hours worked, production and costs associated with revenue program.
- Monitoring staff performance, development and compliance to all policies and codes.
- Ensures contractor performs production work in accordance with contractual terms and conditions.
- Demonstrate the ability to coach and give appropriate, firm and fair guidance to offender workers.
- Works in a collaborative effort with TDOC's job coordinator to recruit, hire, discipline and terminate offenders for the flooring plant vacancies in this private sector program.
- Some travel, weekend and overtime work may be necessary.
- Performs any other duties as assigned by supervisor.

Education, Experience and Qualities:

- Bachelor's Degree and 3 years supervisory experience preferred.
- Proficiency in Microsoft Office software required.
- Experience in building and maintaining professional relationships required.

Key Competencies:

Time Management, Self-Starter, Critical Thinking, Decision Making, Diplomacy, Process Management, People Oriented, Coach, Team Oriented, Detail Oriented, Results Oriented, Customer Focus, Verbal/Written Communication, Presentation Skills, Problem Solving and Active Listening.