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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

CORRECTIONS - TRADE INSTRUCTOR

Code: 535000

Pay Grade: 17 (\$17.22 - \$21.78/hr.)

Open for Recruitment: June 12, 2017 - Until Canceled

JOB DESCRIPTION

This is investigative and protective services work involving the custody, security, discipline, treatment, rehabilitation, and training of inmates. Work involves supervising and instructing inmates in a specific trade, assigning jobs to an inmate crew, determining the equipment, supplies and tools necessary for a job to be completed by an inmate crew, and maintaining the security, control and safety of that crew. Employees without a Professional Trade license (e.g. Wood Scalers, Drinking Water Operators and Pesticide Applicators) must instruct an inmate crew in a minimum of (3) three trade areas. (Often referred to as Collateral Duties.) Work is performed under limited supervision.

Typical Duties

- Observes, monitors, controls, and evaluates inmate work activity in order to ensure compliance with work safety standards, institutional rules, security, and to determine that inmate work is performed to specification.
- Instructs inmates individually and in crews using various methods and techniques such as actual work performances, presentations and demonstrations in order to ensure different learning needs are addressed.
- Records work activities and prepares reports of results in order to evaluate an inmate's work performance.
- Instructs inmates in collateral and trade duties in order to equip inmates with employable skills.
- Confers with superiors in order to properly plan and schedule inmate work crews and ensure productive training experiences.
- Communicates behavioral observations to treatment teams and makes recommendations relative to corrective actions in order to participate in treatment strategy development and implementation.
- Issues and instructs inmates in the use and maintenance of equipment, tools, materials, and personal protective gear in order to ensure proper use and document inventory.
- Counsels and advises inmates regarding personal matters, institutional rules and regulations, health and safety standards, and treatment strategies in order to assist inmates in transitioning to community life.
- Intervenes in and controls acts of negative and aggressive behavior using physical force, restraints, chemical weapons, and other methods in order to ensure security and maintain order.
- Maintains accurate and complete records in order to comply with ACA and other administrative policy.
- Identifies and recommends purchases of equipment and machinery based on testing and assessment of product performance, cost, and durability in order to maintain adequate inventory.

Correctional Trades Shop Supervisor (500400)

- Serves as a fully participating, voting member of the Unit Management treatment team and is directly responsible for making decisions regarding transfers, classification status, and job assignments in order to assist in the rehabilitative process and ensure effectiveness of unit operations.
- Assigns inmate to jobs based on project needs and inmate's level of experience in order to complete the project and ensure inmate receives adequate training.
- Assists in the implementation of special treatment programs and on-site educational programs in order to participate in inmate rehabilitation and treatment for reentry to the community.
- Investigates and reports violations of institutional rules to superiors in order to provide information and ensure and maintain safety and security.
- Instructs and teaches inmates trade skills and work methods in order to develop job skills and prepare inmates for work outside the institution upon release.
- Responds to emergency situations internal and external to the correctional facility as directed utilizing training and intervention skills in order to secure inmates and maintain order.

MINIMUM REQUIREMENTS

In order to qualify, you must have graduated from high school or equivalent and (3) three years of education and/or experience in a skilled trade.

LICENSING/REGISTRATION/CERTIFICATION REQUIREMENTS: *(These must be met by all employees prior to attaining permanent status in this class).*

Certification of completion of the Basic Corrections Training Course and maintenance of the certification.

Possession of a valid Maine driver's license and/or bus license.

Some positions in this classification will require a Professional Trade License for Drinking Water Operator, Wood Scaler, and Pesticide Applicator.

All licenses and necessary certifications must be maintained as required.

***Value of State-paid Dental Insurance: \$13.13 biweekly**

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$427.57 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$406.19 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$384.81 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$363.43 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2017

Value of State's share of Employee's Retirement: 21.75% of pay.