

New York State Department of Civil Service
Division of Classification & Compensation

Classification Standard

Occ. Code 7946500

General Industrial Training Supervisor, Grade 18

Brief Description of Class

General Industrial Training Supervisors are responsible for a specialized manufacturing unit consistent with the parenthetical title assigned to each position. They direct the production of quality products at the lowest possible cost in accordance with predetermined delivery schedules. They are classified for industrial programs at the Department of Corrections and Community Supervision (DOCCS), Division of Correctional Industries, under the Corcraft brand name.

Distinguishing Characteristics

General Industrial Training Supervisor: second supervisory level; under the general direction of the Assistant Industrial Superintendent, supervises Industrial Training Supervisors and incarcerated individual workers; plans, schedules, and coordinates manufacturing operations for their staff; implements changes in manufacturing operations; and prepares a variety of reports and records. Parenthetical titles indicate the position's area of specialization.

Related Classes

Industrial Superintendents are management positions that administer and supervise the industrial programs in maximum and medium security prisons in DOCCS. Incumbents are responsible and accountable for the overall profitable management of a facility's industrial program, the security of incarcerated individuals working in the industrial program, and for determining health and safety standards for all shops under their control in conjunction with OSHA standards.

Industrial Training Supervisors oversee operations in a specialized area of manufacturing, production, or industrial service, as indicated by the parenthetical title assigned to each position, and train and supervise correctional facility incarcerated individuals assigned to that specialized area.

Illustrative Duties

Develops and maintains industrial training programs.

Supervises all Industrial Training Supervisors and incarcerated individual workers in an industry or groups of industries.

In conjunction with the Production Control Supervisor:

- Establishes manufacturing schedules which satisfy customer orders and meet specified delivery dates.
- Determines which product or group of products is to be manufactured based on customer orders and stock requirements.
- Verifies availability of raw materials. Checks other required components and supplies and ensures that inventories are balanced to maintain production.
- Supervises and implements production control documentation geared for the orderly and efficient operation of all shops.
- Plans for the timely shipment of finished products and the storage of finished goods, for stock, or customer orders to be delivered at a later date.
- Develops methods for the utilization of materials that would ordinarily become scrap and/or plans for removal of scrap.

Maintains quality control standards and procedures.

Supervises the maintenance and repair of machines and physical plant in all shops under jurisdiction.

Assists in the development of new or modified shop layouts or methods and procedures of manufacturing, and supervises their implementation.

Recommends participation in training courses and seminars; current trade literature, etc., to further the development of Industrial Training Supervisor under their supervision.

Conducts time studies to evaluate the efficiency of various shop operations.

Prepares cost analyses for Correctional Industries products to assist in establishing a fair market price.

Creates reports including payroll, production, raw material usage, machine usage, and bills of material.

May act as backup for Industrial Superintendent and Assistant Industrial Superintendent in their absence.

Minimum Qualifications

General Industrial Training Supervisor

Promotion: one year of service as an Industrial Training Supervisor 2 or 3 (any parenthesis).

Open Competitive: A high school diploma, a high school equivalency diploma issued by a recognized state educational authority, or a USAFI GED high school certificate, AND one of the following: six years of industrial manufacturing experience, of which three years must have been at the supervisory level; a certificate in Manufacturing Management from an accredited program and five years of industrial manufacturing experience, of which three years must have been at the supervisory level; or an associate degree or higher in engineering, industrial management, industrial technology, or manufacturing technology and four years of industrial manufacturing experience, of which three years must have been at the supervisory level.

Attachment

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 8/2026

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Parenthetic Attachment

General Industrial Training Supervisor parenthetics are classified when the majority of duties and responsibilities emphasize specialization in an area of manufacturing. Listed below are specific parenthetics:

- Abatement
- Optical Manufacturing

Minimum Qualifications

General Industrial Training Supervisor (Abatement)

Promotion: one year of service as an Industrial Training Supervisor 2 (Abatement).

Open Competitive: A high school diploma, a high school equivalency diploma issued by a recognized state educational authority, or a USAFI GED high school certificate, AND one of the following: six years of industrial manufacturing experience, of which three years must have been at the supervisory level and current possession of a valid New York State Department of Labor Asbestos Supervisor certificate; a certificate in Manufacturing Management from an accredited program and five years of industrial manufacturing experience, of which three years must have been at the supervisory level and current possession of a valid New York State Department of Labor Asbestos Supervisor certificate; or an associate degree or higher in engineering, industrial management, industrial technology, or manufacturing technology and four years of industrial manufacturing experience, of which three years must have been at the supervisory level and current possession of a valid New York State Department of Labor Asbestos Supervisor certificate.

General Industrial Training Supervisor (Optical Manufacturing)

Promotion: one year of service as an Industrial Training Supervisor 3 (Optical Manufacturing).

Open Competitive: A high school diploma, a high school equivalency diploma issued by a recognized state educational authority, or a USAFI GED high school certificate, AND one of the following: six years of industrial manufacturing experience, of which three years must have been at the supervisory level and current possession of a valid American Board of Opticianry Certification; a certificate in Manufacturing Management from an accredited program and five years of industrial manufacturing experience, of which three years must have been at the supervisory level and current possession of a valid American Board of Opticianry Certification; or an associate's degree or higher in engineering, industrial management, industrial technology, or manufacturing technology and four years of industrial manufacturing experience, of which three years

must have been at the supervisory level and current possession of a valid American Board of Opticianry Certification.