

EDITED TASK LISTING

CLASS: CHIEF CONSTRUCTION SUPERVISOR

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Plans the work of the project management or construction branches of the California Department of Corrections and Rehabilitation (CDCR) in the construction, restoration, alteration, or repair of State buildings and other structures to comply with all applicable building codes (e.g., American with Disabilities Act [ADA], CDCR Design Criteria Guidelines [DCG], Department of Operations Manuals [DOM], California Building Standard Codes, and the Governor's Green Action Plan, etc.) utilizing project scope, schedule and budget, etc. under Legislative mandates, Administrative direction and control agencies directives.
2.	Organizes the work of the project management or construction branches of the California Department of Corrections and Rehabilitation (CDCR) in the construction, restoration, alteration, or repair of State buildings and other structures to comply with all applicable building codes (e.g., American with Disabilities Act [ADA], CDCR Design Criteria Guidelines [DCG], Department of Operations Manuals [DOM], California Building Standard Codes, and the Governor's Green Action Plan, etc.) utilizing project scope, schedule and budget, etc. under Legislative mandates, Administrative direction and control agencies directives.
3.	Directs the work of the project management or construction branches of the California Department of Corrections and Rehabilitation (CDCR) in the construction, restoration, alteration, or repair of State buildings and other structures to comply with all applicable building codes (e.g., American with Disabilities Act [ADA], CDCR Design Criteria Guidelines [DCG], Department of Operations Manuals [DOM], California Building Standard Codes and the Governor's Green Action Plan, etc.) utilizing project scope, schedule and budget, etc. under Legislative mandates, Administrative direction and control agencies directives.
4.	Coordinates the work of the project management or construction branches of the California Department of Corrections and Rehabilitation (CDCR) in the construction, restoration, alteration, or repair of State buildings and other structures to comply with all applicable building codes (e.g., American with Disabilities Act [ADA], CDCR Design Criteria Guidelines [DCG], Department of Operations Manuals [DOM], California Building Standard Codes and the Governor's Green Action Plan, etc.) utilizing project scope, schedule and budget, etc. under Legislative mandates, Administrative direction and control agencies directives.
5.	Plans the work, gives instructions, and passes on difficult construction programs to project management and construction staff to develop Project Management Plans utilizing knowledge of supervisory principles, practices and techniques under the direction of the Director of Project and Construction Management.

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6.	Directs the work, gives instructions, and passes on difficult construction programs to project management and construction staff to develop Project Management Plans utilizing knowledge of supervisory principles, practices and techniques under the direction of the Director of Project and Construction Management.
7.	Confers with heads of institutions, office section heads, contractors, and superiors on matters connected with the construction programs to achieve an acceptable, feasible plan for completion of construction projects utilizing Project Management Principles (e.g., Contracting regulations, codes and standards, etc.) under the direction of the Director of Project and Construction Management.
8.	Evaluate questionable construction materials and make recommendations to the Director of Project and Construction Management to ensure compliance with approved project specifications utilizing knowledge of construction materials, codes and applications as necessary.
9.	Prepares comprehensive technical reports for control agencies, executive staff and management to advise and make recommendations regarding sensitive, critical and high level projects utilizing knowledge of Project Management Principles and Practices under the direction of the Director of Project and Construction Management.
10.	Appears before and serves on panels and committees as related to project management activities utilizing knowledge of Project Management Principles and Practices under the direction of the Director of Project and Construction Management.
11.	Addresses interested groups on the work of California Department of Corrections and Rehabilitation (CDCR) and acts for the Director of Project and Construction Management, as assigned utilizing CDCR policies, requirements and applicable regulations/statutes as directed.
12.	Directs the preparation of bid proposals, selects contractors, and signs contracts while ensuring building codes, statutes, regulations, policies and procedures are effectively followed by staff utilizing knowledge of the State's contracting process, rules, and requirements under the direction of the Director of Project and Construction Management.

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13.	Prepares plans in order to meet the Project Management and Construction Division business needs and anticipates future business needs through the integration of technological advances, work practice modifications, construction material and methods, statutory and organizational changes that affect existing business practices utilizing CDCR policies, procedures and guidelines under the direction of the Director of Project and Construction Management.
14.	Reviews and evaluate proposals and contracts (e.g., Request for Quotation [RFQ], Request for Proposal [RFP], feasibility study reports & economic analysis, etc.) submitted by vendors and/or consultants to determine appropriateness given project specifications and/or to select among competing proposals utilizing CDCR policies, procurement and contracting requirements and applicable regulations/statutes under the direction of the Director of Project and Construction Management.
15.	Identify budget revisions/augmentation needs (such as positions, equipment and supply order changes) to ensure that budget allocations meet resources and expenditure requirements utilizing business plan, strategic plan and Project Management tools under the direction of the Director of Project and Construction Management.
16.	Train staff to improve their skills and knowledge to enhance job performance utilizing departmental training, on the job instructions and performance resources (e.g., discipline unit, supervisor handbook, etc.) under the direction of the Director of Project and Construction Management.
17.	Evaluate employee performance to ensure performance objective standards are met by monitoring work assignments and performance as outlined by State Personnel Board under the direction of the Director of Project and Construction Management.
18.	Develops program policy and procedures to manage project operations utilizing program experience, codes, regulations, building standards and statutes as needed.
19.	Perform supervisory responsibilities in the work place in regard to department-wide mandates concerning Equal Employment Opportunity (EEO), American with Disability Act (ADA) and other personnel practices as defined by regulatory agencies and established guidelines/policies as needed

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20.	Manages and participates in personnel program processes including recruitment, training, and performance management in order to manage program staff resources utilizing supervisory training, communication skills and personnel practices as needed
21.	Address stressful situations in the work place in a professional and tactful manner in order to promote employee over all health and well being in accordance with professional ethics as needed.