

EDITED KSAPC LISTING

CLASSIFICATION: CONSTRUCTION SUPERVISOR III, CORRECTIONAL FACILITY

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of materials, equipment, tools, methods, and processes required/used in the construction industry and all types of structures (e.g., wood, steel frame, masonry, and concrete, etc.) in order to provide management of projects throughout a region.
K2.	Comprehensive knowledge of building trades in order to manage construction projects.
K3.	Comprehensive knowledge of building trades in order to ensure work performed is within required codes and specifications of the project.
K4.	Basic knowledge of codes applicable to the construction industry to ensure the safe completion of various projects in compliance with building codes.
K5.	Basic knowledge of methods of proportioning concrete aggregates, designing concrete, mortar and grout mixes and proper methods of inspecting, mixing, placing and curing reinforced concrete to ensure the safe and code compliant completion of various projects.
K6.	Basic knowledge of mortar and grout mixes and proper methods of inspecting, mixing, placing and curing to ensure compliance and completion of various projects.
K7.	Basic knowledge of methods of steel frame erection, reinforce concrete construction, forming and shoring to ensure compliance and completion of various projects.
K8.	Basic knowledge of soils (e.g. excavation and compaction and soils testing/inspection) to ensure code compliance and construction documentation.
K9.	Basic knowledge of structural engineering designs (e.g. soils, structural steel, structural concrete, laminated wood beams, etc.) in order to analyze building methods and alternatives.
K10.	Basic knowledge of mechanical systems and equipment in order to ensure proper installation.
K11.	Basic knowledge of painting, plumbing, ventilating and electrical systems in order to ensure proper installation.
K12.	Comprehensive knowledge of principles and practices of budgeting, accounting, and procurement in order to manage construction projects.
K13.	Comprehensive knowledge of contracting practices, estimating, bidding processes, division of work, scheduling and organizing construction work, in order to properly coordinate the performance of contracted work.
K14.	Comprehensive knowledge of principles and practices of administration, organization, budget, and personnel management in order to supervise and manage personnel.
K15.	Comprehensive knowledge of effective supervision and construction management in order to effectively coordinate, supervise, direct, manage, and motivate staff involved in construction project work.
K16.	Comprehensive knowledge of the supervisor's role in the Equal Employment Opportunity (EEO) Program in order to meet EEO objectives.

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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Knowledge of:	
K17.	Basic knowledge of construction contracting practices, principles, techniques, and processes of dispute resolution and quality control in order to resolve contract issues during the performance of contracted work.
K18.	Comprehensive knowledge of cost analysis, estimating, critical path scheduling, and projection methods, procedures, and techniques in order to manage construction projects.
K19.	Basic knowledge of the material take off process in order to calculate material quantities for estimating and purchasing purposes.
K20.	Comprehensive knowledge of safety orders and regulations applicable to the security and operations of correctional facilities in order to maintain a safe work environment.
K21.	Basic knowledge of personal computers and related software programs (e.g., Microsoft Project, Excel, etc.) in order to effectively produce schedules, project reports, estimates, budgeting documents, accounting records, purchasing documents, etc.
K22.	Comprehensive knowledge of training techniques in order to effectively train employees and staff.
K23.	Comprehensive knowledge of the safe operation of construction tools (hand tools and power tools) and equipment.

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Ability to:	
A1.	Manage the work of others to ensure completion of construction projects within budget and as scheduled.
A2.	Interpret construction plans and specifications to ensure compliance of laws and regulations as they relate to construction projects.
A3.	Accurately calculate material quantities for estimating and purchasing purposes.
A4.	Review construction activities to ensure compliance to laws and regulations as they relate to construction documents.
A5.	Safely operate a motor vehicle for transporting materials, tools, equipment and personnel.
A6.	Prepare correspondence utilizing computerized equipment/software to write clear and comprehensive reports in order to effectively communicate project status and issues.
A7.	Establish professional relationships with staff, consultants, contractors, representatives of governmental agencies, facility personnel, and others to promote cooperation.
A8.	Establish and maintain professional relations with youthful or adult offenders to minimize workplace disruption.
A9.	Effectively contribute to the Department's Equal Employment Opportunity objectives in order to ensure a discrimination free work environment.
A10.	Provide direction and guidance relating to Department's EEO objectives to staff to ensure a discrimination free working environment.
A11.	Research a variety of data, including codes, standards, and material specifications, etc. to provide information/recommendations to produce reports.
A12.	Analyze a variety of data, including project plans, cost estimates, and materials specifications to provide information and options as required.
A13.	Communicate effectively for the purpose of sharing, and receiving information with others to establish and maintain respect and cooperation.
A14.	Inspect/evaluate the work of contractors in order to ensure compliance with contract documents.
A15.	Develop effective policy and procedures in order to establish consistency and conformity within the program.
A16.	Maintain organized project records accurately to reference/access information and provide reports.
A17.	Operate computerized equipment to maintain accurate records, generate correspondence and reports, etc.
A18.	Evaluate the safe operation of construction tools and equipment to ensure the implementation of Title 8/Cal-OSHA laws and regulations.
A19.	Draft detailed sketches and drawings to clarify construction issues.

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<i>Personal Characteristics:</i>	
PC1.	Demonstrate willingness to travel and to perform work requiring irregular hours.
PC2.	Demonstrate tact and patience in order to communicate and interact professionally with others.
PC3.	Demonstrate investment in the rehabilitation of adult or youthful offenders by utilizing active listening skills.
PC4.	Demonstrate interest in providing meaningful and productive work experience/training for inmates/youthful offenders.
PC5.	Demonstrate and maintain sufficient physical, mental, and emotional conditions to perform during stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates/youthful offenders.
PC6.	Keeness of observation in identifying day-to-day operations or potential incidents to effectively perform the job.