

## EDITED KSAPC LISTING

**CLASSIFICATION: CONSTRUCTION SUPERVISOR II, (CF)**

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

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
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 oversight of projects at multiple locations.
K2.	Basic knowledge of building trades (e.g., carpentry, masonry, plumbing, iron worker, Heating, Ventilation and Air Conditioning [HVAC], electrical, etc.) in order to perform the functions of a Construction Supervisor II, CF.
K3.	Basic knowledge of codes (Uniform Building Codes, California Building Codes, National Electrical Code, etc.) and California Office of Safety and Health Administration Construction Safety Orders (Title 8) applicable to building construction industry to ensure the safe and code compliant completion of various projects.
K4.	Basic knowledge of mortar and grout mixes and proper methods of inspecting, mixing, placing and curing to ensure compliance and completion of various projects.
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 compliance completion of various projects.
K6.	Basic knowledge of methods of steel frame erection, reinforce concrete construction, forming and shoring to ensure code compliance and completion of various projects.
K7.	Basic knowledge of soils (e.g. soils engineering, excavation and compaction and soils testing/inspection) to ensure code compliance and construction documentation.
K8.	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.
K9.	Basic knowledge of mechanical systems and equipment including HVAC (e.g. steam boilers, air conditioning systems, hot water supply/return systems, gas and steam lines) in order to ensure proper installation.
K10.	Basic knowledge of painting, plumbing, ventilating and electrical systems in order to ensure proper installation.
K11.	Comprehensive knowledge of state rules and regulations governing budgeting, accounting, procurement and contracting in order to successfully purchase required materials and acquire contracted services.
K12.	Basic knowledge of state rules and regulations pertaining to the acquisition of contract services in order to acquire an executed contract.
K13.	Comprehensive knowledge of the principles of effective supervision and construction management in order to effectively oversee and motivate staff involved in construction project work.

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

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<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K14.	Comprehensive knowledge of the principles and practices of administration, organization, budget and personnel management in order to successfully manage multiple locations and various projects.
K15.	Basic knowledge of a supervisor's role in the Department's Equal Employment Opportunity (EEO) program in order to meet EEO objectives.
K16.	<b>Basic knowledge of fire suppression (e.g. sprinklers, halon, etc.) and low voltage systems (e.g. fire alarms, personal alarms, personal address, etc.) to meet fire/life/safety codes.</b>
K17.	<b>Comprehensive knowledge of construction practices including cost analysis, estimating, bidding processes, division of work, critical path scheduling of construction activities, inspecting progress and quality of work in order to complete a project timely within budget.</b>
K18.	<b>Basic knowledge of safety orders and regulations applicable to the security and operations of correctional facilities in order to maintain a safe work environment.</b>
K19.	<b>Basic knowledge of personal computers and related software programs (e.g. Microsoft Word, Microsoft Project, Excel, etc.) in order to effectively produce schedules, status reports, estimates, budgeting documents, accounting records, etc.</b>
K20.	<b>Basic knowledge of the principles of effective verbal, written, and group communications to accurately and effectively communicate job related information.</b>
K21.	<b>Basic knowledge of drafting techniques necessary to clarify details for construction.</b>

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<b>Ability to:</b>	
A1.	Read, understand and interpret construction plans and specifications to complete construction projects.
A2.	Accurately calculate material quantities for estimating and purchasing purposes.
A3.	Detect deviations from plans and specifications by inspection/observation to maintain quality control of construction projects.
A4.	Safely operate a motor vehicle for transporting materials, tools, equipment and personnel.
A5.	Supervise, plan, organize, direct and evaluate the work of others in order to complete construction projects within budget and schedule.
A6.	Prepare correspondence utilizing computerized equipment/software to write clear and comprehensive reports in order to effectively communicate project status and issues.
A7.	Establish and maintain professional relationships with consultants, contractors, representatives of governmental agencies, facility staff and others to gain cooperation.
A8.	Establish and maintain professional relations with youthful or adult offenders to minimize workplace disruption.
A9.	Effectively contribute to the Department's EEO objectives in order to ensure a discrimination free work environment.
A10.	<b>Effectively communicate (written/verbally/listening) to disseminate information and establish/maintain cooperative working relationships.</b>
A11.	<b>Evaluate skill level of individuals for the purpose of hiring personnel.</b>
A12.	<b>Supervise and provide training to others in construction methods, processes, and operations to accomplish project work.</b>

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<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
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.	<b>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.</b>
PC6.	<b>Keeness of observation in identifying day-to-day operations or potential incidents to effectively perform the job.</b>