

EDITED TASK LISTING

CLASSIFICATION: CONSTRUCTION SUPERVISOR II, CORRECTIONAL FACILITY (CF)

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

Task Statements	
1.	Plan the work activities of assigned staff responsible for the coordination of inmate/youthful offender labor projects at multiple facilities involving construction, alterations and repair of large scale buildings and structures in order to ensure compliance with plans, specifications, building codes and standards as directed.
2.	Supervise the work activities of assigned staff responsible for the coordination of inmate/youthful offender labor projects at multiple facilities involving construction, alterations and repair of large scale buildings and structures in order to ensure compliance with plans, specifications, building codes and standards as needed.
3.	Coordinate the work activities of assigned staff responsible for the coordination of inmate/youthful offender labor projects at multiple facilities involving construction, alterations and repair of large scale buildings and structures in order to ensure compliance with plans, specifications, building codes and standards as necessary.
4.	Supervise assigned staff in the coordination of construction and repair projects within an institutional facility utilizing various resources (e.g. Departmental Operations Manual [DOM], meetings, construction documents, etc.) in order to minimize the impact on the facility and its operations as needed.
5.	Supervise assigned staff in regional safety programs in order to maintain the Injury Illness Prevention Program (IIPP) utilizing departmental policies, procedures, guidelines, laws and rules, regulations as required by Title 15 and the California Office of Safety and Health Administration (Cal-OSHA) standards.
6.	Organize and prioritize multiple construction projects at various locations in order to effectively complete projects on time and within budget in accordance with departmental priorities utilizing project schedules, available resources and coordination with various entities as required.
7.	Review and assist in the development of cost estimates (e.g. materials, labor, equipment, contracts, etc.) and resource loaded construction schedules (e.g., Microsoft Project) in order to support construction project funding requests utilizing plans, specifications and work descriptions under the general direction of the Construction Supervisor III, CF.
8.	Supervise and assist in the development of project construction schedules by considering the entire scope of the project including the material and labor availability, subcontractor constraints, and site conditions referencing the approved construction documents (e.g., plans and specifications, etc.) in order to meet priority objectives (e.g., project urgency and costs, etc.) as requested.
9.	Identify and review the need for contracts in order to produce construction contracts (e.g. public works contracts or service contracts) utilizing plans, specifications, schedules, etc. under the guidelines of the California Contract Code (CCC) as necessary.
10.	Direct assigned staff in the review of plans, specifications, and site conditions in order to implement/recommend necessary changes and provide technical assistance to professional architectural and engineering staff through the Request for Information (RFI) and Change Order (CO) processes as needed.

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

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11.	Assist assigned staff in the review of plans, specifications, and site conditions in order to implement/recommend necessary changes and provide technical assistance to professional architectural and engineering staff through the RFI and CO processes as needed.
12.	Inspect work in progress in order to provide inspection and status reports to management regarding project schedules and deadlines utilizing plans, specifications, codes and standards per program policies and guidelines.
13.	Review and approve procurement documents for necessary materials, tools and equipment in order to complete an assigned project utilizing state purchasing guidelines and approved construction documents as required.
14.	Direct the review of data and submittals (e.g., shop drawings and manufacturers cut sheets, etc.) to ensure materials and equipment specified meet project requirements utilizing plans, specifications, building codes, etc. under the general direction of the Construction Supervisor III, CF.
15.	Assist in the review of data and submittals (e.g., shop drawings and manufacturers cut sheets, etc.) to ensure materials and equipment specified meet project requirements utilizing plans, specifications, building codes, etc. under the general direction of the Construction Supervisor III, CF.
16.	Perform periodic audits to ensure accurate project records (e.g. budget allocations, expenditures, change orders, inspection records, RFI, and "As-Built" documents) utilizing departmental policies and procedures as needed.
17.	Apply civil service laws, rules, regulations, departmental policies and procedures, etc. to construction processes in order to ensure compliance as needed.
18.	Perform planning of construction activities to ensure the goals and objectives of the Department are achieved utilizing five year plan, master plan, schedules, capital outlay budget change proposals, court mandated project requirements, etc. as directed.
19.	Identify and oversee the testing and inspection requirements of assigned projects to ensure finished construction projects comply with departmental policies and procedures, California Code of Regulations (CCR), and applicable building codes on a continuous basis.
20.	Provide training to state staff, casuals (skilled trades' person) and inmates/youthful offenders to ensure compliance with state rules and regulations utilizing Title 15, DOM, program policies and procedures as required.
21.	Communicate professionally and effectively both orally and in writing, utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
22.	Complete employee Individual Development Plan (IDP), performance evaluations and probationary reports in order to document accomplishments, performance goals and areas of improvement utilizing departmental policies and procedures as required.

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23.	Participate in the hiring of new civil service staff in order to provide qualified personnel to facilitate completion of assigned construction projects in accordance with the Department of California Human Resources (CalHR) as requested.
24.	Monitor and ensure security of assigned working areas through inspections and searches for contraband (e.g., weapons or illegal drugs, etc.) and inventory of materials, tools, keys and locks in accordance with DOM, departmental policies and procedures, Title 15, CCR on a continuous basis.
25.	Oversee assigned staff in implementing the hiring of casual employees for the Inmate/Ward Labor Program through coordination with appropriate Building Trades Unions in order to provide skilled labor to facilitate completion of assigned construction projects as needed.
26.	Assist in coordinating a pre-apprentice program for inmates with institution staff and the local trades' persons to enhance rehabilitation, utilizing the current multi-trade curriculum under the general direction of the Program Administrator.
27.	Provide leadership and guidance to construction crews through communication and organizational skills to produce a quality product within budget and schedule as necessary.
28.	Provide assistance to managers, employees, control agencies, and others on varied and/or sensitive complex matters to resolve construction issues, provide information, options, and/or recommendations using various references/policies as requested.
29.	Travel (including overnight) to various regional and statewide locations to facilitate direct supervision, implement policies and procedures, attend training, etc. using state or personal vehicle, airlines, etc. as necessary.
30.	Maintain safety and security to prevent escape or injury to themselves or others by inmates/youthful offenders committed to the California Department of Corrections and Rehabilitation (CDCR) in accordance with the DOM, CCR, and Title 15 as required.
31.	Supervise assigned staff in the selection of inmates/youthful offenders by working with the CDCR classification committee to ensure that qualified inmate/youthful offender labor is provided for each construction project as needed.
32.	Carry out supervisory responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunity (EEO) and other personnel practices as defined by regulatory agencies and established guidelines/policies in order to ensure a discrimination free work environment as necessary.
33.	Address stressful situations in the work place professionally and tactfully in order to promote employee overall health and well-being in accordance with professional ethics and EEO policies as needed.
34.	Ensure staff have sufficient resources (e.g. office equipment/software, support staff, facilities, etc.) in order to provide required reports, schedules, correspondence, etc. using state procurement/contracts and hiring policies on an ongoing basis.

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35.	Review and approve requests for travel including travel advance, travel expense claims and long/short term travel assignments to ensure sufficient staffing on projects and/or completion of mandated training utilizing departmental accounting guidelines, DOM, policies and procedures on an as needed basis.
36.	Inspect and maintain safety and security requirements to prevent escape or injury to themselves or others by inmates/youthful offenders committed to the CDCR in accordance with the DOM, CCRs, and Title 15 as needed.