

INITIAL KSAPC LISTING

CLASSIFICATION: CORRECTIONAL PLANT SUPERVISOR, DOC

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of types of heating, electrical, plumbing, water, refrigeration, domestic/waste water, and other mechanical systems and equipment necessary to ensure the efficient operation of the physical plant.
K2.	Basic knowledge of the operation and maintenance of high-pressure steam boilers to provide adequate steam necessary for heating, hot water, laundry, food services and industrial processes.
K3.	Comprehensive knowledge of materials, methods, and tools used in the maintenance, repair and alteration of buildings, equipment and grounds to ensure the efficient operation of the physical plant.
K4.	Basic knowledge of the operation of mechanical refrigeration and air-conditioning systems to ensure adequate climate control of buildings and food storage spaces.
K5.	Comprehensive knowledge of the rules, regulations and safety orders of the California Code of Regulations applicable to work site operations, trade specific tasks and the maintenance of buildings and grounds.
K6.	Comprehensive knowledge of the principles of effective supervision and personnel management practices in order to direct all aspects of Plant Operations.
K7.	Comprehensive knowledge of the Department's Equal Employment Opportunity objectives to effectively direct staff.
K8.	Comprehensive knowledge of a Supervisor's role in the Equal Employment Opportunity Program and the processes available to meet these objectives as it relates to the supervision and management of Plant Operations.
K9.	Basic knowledge of safety and security of the institution (e.g., tool control, key control, inmate supervision, etc.) as it relates to departmental policy and procedures.

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

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Ability to:	
A1.	Effectively comprehend both verbal and written directions in order to maintain the efficiency of plant operations.
A2.	Effectively communicate both verbally and in writing to provide clear and concise information/ideas.
A3.	Plan, organize, and direct the work of staff involved in maintaining the infrastructure of the physical plant to preserve and promote operational efficiency and energy conservation.
A4.	Read, interpret, and work from plans, drawings, and specifications to provide project direction or information for the repairs of existing systems/facilities and to verify accuracy of documents for compliance with applicable codes.
A5.	Perform mathematical calculations to prepare various documents (e.g., purchase requisitions/contracts, cost estimates for building repairs, maintenance, and mechanical installations, etc.).
A6.	Implement and maintain the Standard Automated Preventive Maintenance System for building(s) and mechanical equipment to reduce maintenance costs and maximize the structure/equipment life cycle.
A7.	Plan and direct the work of staff (i.e., supervisors, skilled craftspersons and semiskilled workers) to provide coordinated maintenance services to the institution.
A8.	Keep accurate records for applicable compliance with regulatory agencies and departmental requirements.
A9.	Think and act quickly to respond promptly to emergency situations and evaluate the most appropriate course of corrective action.
A10.	Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination.
A11.	Effectively promote equal opportunity in employment and maintain a work environment that is free of harassment.

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Skill to:	
S1.	Effectively operate office/telecommunications equipment (e.g., computers, facsimile machines, photocopy machines, multiple line telephones, pagers, etc.) in order to efficiently complete daily duties.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Capable of working cooperatively with individuals possessing varying degrees of skill levels.
PC2.	Capable of multitasking on a daily basis to ensure plant operations run efficiently and effectively.