

EDITED KSAPC LISTING

CLASSIFICATION: DEPARTMENTAL CONSTRUCTION AND MAINTENANCE SUPERVISOR

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of building construction to ensure that projects are constructed in accordance with project scope, schedule, budget, all laws, applicable codes and regulations.
K2.	Comprehensive knowledge of building details to ensure projects are designed in accordance with project scope, schedule, budget, all laws, applicable codes and regulations.
K3.	Basic knowledge of building materials to ensure project materials are in accordance with project scope, schedule, budget, all laws, applicable codes and regulations.
K4.	Comprehensive knowledge of the operation of facilities to ensure that facilities are operated in the most efficient manner possible.
K5.	Comprehensive knowledge of maintenance of facilities to ensure that facilities are maintained to acceptable level of service.
K6.	Comprehensive knowledge of the maintenance cost of facilities to ensure that institutional maintenance budgets are expended in the most cost effective manner.
K7.	Comprehensive knowledge of the maintenance cost of equipment to ensure that equipment is maintained to acceptable level of service.
K8.	Basic knowledge of heating systems to ensure proper selection, application, and maintenance.
K9.	Basic knowledge of electrical systems to ensure proper selection, application, and maintenance.
K10.	Basic knowledge of ventilating systems to ensure proper selection, application, and maintenance.
K11.	Basic knowledge of refrigeration systems to ensure proper selection, application, and maintenance.
K12.	Basic knowledge of water treatment plants to ensure proper selection, application, and maintenance.
K13.	Basic knowledge of waste water treatment plants to ensure proper selection, application, and maintenance.
K14.	Basic knowledge of plumbing systems to ensure proper selection, application, and maintenance.
K15.	Basic knowledge of engineering mathematics as applied to mechanical and electrical equipment to adequately review and comment on equipment selection and application.
K16.	Comprehensive knowledge of building construction costs to develop project estimates, establish adequate project budgets, and monitor project expenses.
K17.	Comprehensive knowledge of planning relating to construction projects to ensure projects are developed in accordance with the State Budget Cycle, departmental policy and programmatic needs, SAM, design criteria guidelines, California Building Code (CBC), American Disability Act (ADA), and space standards.

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

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KSAPC Statements	
Knowledge of:	
K18.	Comprehensive knowledge of design relating to construction projects to ensure projects are designed in accordance with departmental policy and programmatic needs, SAM, design criteria guidelines, CBC, ADA, and space standards.
K19.	Comprehensive knowledge of construction techniques relating to construction projects to ensure projects are constructed in accordance with departmental policy and programmatic needs, SAM, design criteria guidelines, CBC, and space standards.
K20.	Comprehensive knowledge of heating, plumbing, electrical, etc., to ensure correct trade resources are applied to each project.
K21.	Basic knowledge of building codes, laws, rules and regulations to ensure projects are planned, designed and constructed in accordance with applicable codes.
K22.	Comprehensive knowledge of design criteria guidelines to ensure projects are designed and constructed to meet all applicable programmatic, custody, and security requirements.
K23.	Comprehensive knowledge of safety orders to provide a safe and healthy work environment.
K24.	Basic knowledge of structural engineering design to adequately review and comment on project structural design.
K25.	Comprehensive knowledge of the principles and practices of supervision to effectively plan, organize, coordinate, and direct the work of others.
K26.	Comprehensive knowledge of the Department's Equal Employment Opportunity (EEO) program objectives to ensure compliance and maintain a work environment free from harassment and discrimination.
K27.	Comprehensive knowledge of a supervisor's role in the EEO program to ensure compliance and maintain a work environment free from harassment and discrimination.
K28.	Comprehensive knowledge of the processes available to meet EEO program objectives to ensure compliance and maintain a work environment free from harassment and discrimination.
K29.	Comprehensive knowledge of all phases of the State's special repair, major and minor capital outlay process to successfully deliver projects within the State system.
K30.	Basic knowledge of architecture to evaluate project design for compliance with the Department's design standards and construction guidelines.
K31.	Comprehensive knowledge of the principles of budgeting as related to special repairs, major and minor capital outlay process to deliver projects within the Department's budget.
K32.	Basic knowledge of the use and application of construction and building related technologies to facilitate the delivery of the Department's special repair, major and minor capital outlay, preventive maintenance programs, and non-scheduled maintenance projects.
K33.	Comprehensive knowledge of practices and principles of project management to successfully deliver the Department's special repair, major and minor capital outlay, preventive maintenance programs, and non-scheduled maintenance projects.

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Knowledge of:	
K34.	Basic knowledge of sustainable utility conservation measures to meet the departmental goals and objectives, and comply with laws, rules, and regulations.
K35.	Comprehensive knowledge of inspection principles and practices of construction and maintenance activities to ensure compliance with plans, specification, codes, laws, rules and regulations.
K36.	Comprehensive knowledge of the use of computer systems/databases to accomplish the day-to-day activities.
K37.	Basic knowledge of training techniques and methodology to effectively motivate and train staff.
K38.	Basic knowledge of presentation techniques and methodology to present data/information to stakeholders.
K39.	Basic knowledge of outside regulatory agencies (e.g. Regional Water Boards, Air Resources Board, Air Quality Boards, etc.) to comply with rules, regulations, laws, policies and procedures.

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Ability to:	
A1.	Prepare preliminary cost estimates in order to request project funding and monitor project expenses.
A2.	Conduct field inspections of construction and maintenance operations in order to ensure compliance with project scope and provide appropriate direction.
A3.	Analyze repair, maintenance, and construction problems including cost and budgetary estimates in order to develop and adopt an effective course of action.
A4.	Communicate effectively (e.g. verbal, written, graphical, etc.) with different audiences in order to provide information/ideas and establish and maintain cooperative relations.
A5.	Prepare written documents in order to provide clear and concise information/ideas to different audiences.
A6.	Effectively contribute to the Department's Equal Employment Opportunity (EEO) program objectives in order to create and maintain a fair and equitable work environment.
A7.	Review and analyze design documents in order to ensure production of quality construction documents.
A8.	Operate computer hardware and software (e.g. Word, Excel, etc.) in order to perform daily duties.
A9.	Establish and maintain cooperative and professional relationships with colleagues, consultant contractors, construction contractors, and representatives of governmental agencies, facility personnel and private sector in order to meet the Department's goals and objectives.
A10.	Adhere to policy and procedures in order to ensure consistency and conformity with Departmental goals and objectives.
A11.	Establish and maintain project priorities in order to complete projects and assignments within scope, schedule, and budget.
A12.	Function as a team leader for staff, construction and consultant contractors in order to ensure successful completion of projects.
A13.	Analyze complex projects accurately in order to plan out and implement an effective project management plan.
A14.	Understand and follow direction to accurately carry out work assignments in a timely manner.
A15.	Resolve conflict in all situations in order to establish and maintain cooperative and professional relationships with others.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Professionalism in order to establish and maintain cooperative relationships with others under stressful conditions.