

EDITED TASK LISTING

CLASSIFICATION: DEPARTMENTAL CONSTRUCTION AND MAINTENANCE SUPERVISOR

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

Task Statements	
1.	Determine facility operational and program requirements in order to meet the Department's goals and objectives utilizing departmental policies and procedures, guidelines, requirements, etc., as program needs dictate.
2.	Determine physical plant operation, maintenance, and renovation needs in order to meet the Department's goals and objectives utilizing departmental policies and procedures, guidelines, laws, rules and regulations, etc., as program needs dictate.
3.	Identify/develop a plan to repair, renovate, and/or construct new facilities in order to meet the Department's goals and objectives utilizing departmental policies and procedures, guidelines, laws, rules and regulations, etc., as program needs dictate.
4.	Implement a plan to repair, renovate, and/or construct new facilities in order to meet the Department's goals and objectives utilizing departmental policies and procedures, guidelines, laws, rules and regulations, etc., as program needs dictate.
5.	Identify/develop the Departmental Preventive Maintenance Program standards in order to meet the Department's goals and objectives utilizing design criteria guidelines, industry best practices, and consultant studies as program needs dictate.
6.	Implement the Departmental Preventive Maintenance Program standards in order to meet the Department's goals and objectives utilizing design criteria guidelines, industry best practices, and consultant studies as program needs dictate.
7.	Identify/develop utility (e.g. energy, water, etc.) conservation measures and projects in order to meet the governmental mandates/goals and objectives utilizing departmental policies and procedures, guidelines, laws, rules and regulations, etc., as program needs dictate.
8.	Implement the utility (e.g. energy, water, etc.) conservation measures and projects in order to meet the governmental mandates/goals and objectives utilizing departmental policies and procedures, guidelines, laws, rules and regulations, etc., as program needs dictate.
9.	Identify/develop repair projects in order to continue the usability of a facility at its design level of services utilizing departmental policies and procedures, guidelines, laws, rules and regulations, etc., as facility needs dictate.
10.	Implement/manage the repair projects in order to continue the usability of a facility at its design level of services utilizing departmental policies and procedures, guidelines, laws, rules and regulations, etc., as facility needs dictate.
11.	Identify/develop Capital Outlay projects resulting in expansion, and/or improvement of the facility in order to meet the changing needs utilizing departmental policies and procedures, guidelines, laws, rules and regulations, etc., as program needs dictate.
12.	Implement/manage Capital Outlay projects resulting in expansion, and/or improvement of the facility in order to meet the changing needs utilizing departmental policies and procedures, guidelines, laws, rules and regulations, etc., as program needs dictate.

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

EDITED TASK LISTING

CLASSIFICATION: DEPARTMENTAL CONSTRUCTION AND MAINTENANCE SUPERVISOR

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

Task Statements	
13.	Identify/develop the construction project scope, schedule, and budget in order to meet the needs of the Department utilizing departmental policies and procedures, guidelines, laws, rules and regulations, etc., as facility needs dictate.
14.	Manage the construction project scope, schedule, and budget in order to meet the needs of the Department utilizing departmental policies and procedures, guidelines, laws, rules and regulations, etc., as facility needs dictate.
15.	Develop/maintain the Special Repair Program on an institutional and statewide basis in order to establish priorities in relation to cost and urgency of projects and assist in the development of the Five Year Infrastructure/Master Plan utilizing departmental policies and procedures, guidelines, laws, rules and regulations, etc., as program needs dictate.
16.	Assist in the development of the Capital Outlay Program on an institutional and statewide basis in order to establish priorities in relation to cost and urgency of construction projects and assist in the development of the Five Year Infrastructure/Master Plan utilizing departmental policies and procedures, guidelines, laws, rules and regulations, etc., on a continuous basis.
17.	Identify the appropriate resources needed to develop project estimates and schedules in order to facilitate project development utilizing professional knowledge and experience, work schedules, laws, rules and regulations, etc., as program needs dictate.
18.	Act as a subject matter expert in meetings/hearings with the Department of Finance, Public Works Board, Department of General Services (DGS), Legislature, Labor Relations and courts in order to represent the Department, address project requirements, gain various approvals, utilizing professional knowledge and experience, interpersonal communications skills along with various information provided by others as needed.
19.	Conduct field inspections of construction and maintenance projects in order to monitor project schedule and ensure overall project compliance utilizing approved design documents, design criteria guidelines, and California Building Code (CBC) as needed.
20.	Conduct field inspections of construction projects in order to identify, negotiate, and approve change orders utilizing approved design documents, design criteria guidelines, and CBC as needed.
21.	Perform the final inspection and acceptance of projects utilizing construction codes, test reports, and plans and specifications in collaboration with control agencies and design authorities as needed.
22.	Prepare Capital Outlay Budget Concept Statements (COBCS)/Budget Concept Statements (BCS) based on facility/physical plant requirements in order to meet the Department's goal and objectives utilizing population projections, departmental policies and procedures, laws, rules and regulations, etc., as needed.
23.	Prepare Capital Outlay Budget Change Proposals (COBCP)/Budget Change Proposals (BCP) based on facility/physical plant requirements in order to meet the Department's goals and objectives utilizing population projections, departmental policies and procedures, laws, rules and regulations, etc., as needed.

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

EDITED TASK LISTING

CLASSIFICATION: DEPARTMENTAL CONSTRUCTION AND MAINTENANCE SUPERVISOR

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

Task Statements	
24.	Assist in the preparation of the Department's Five Year Infrastructure/Master Plan based on facility/physical plant requirements in order to meet the Department's goals and objectives utilizing population projections, departmental policies and procedures, laws, rules and regulations, etc., on a continuous basis.
25.	Prepare/review various reports in order to ensure specification compliance utilizing visual inspection of the construction project site, approved design, contract documents, building codes, etc., as required.
26.	Prepare project funding and transfer of funds documents in order to secure Capital Outlay and Special Repair project funding utilizing the Governor's budget, State Administrative Manual (SAM), control agencies, etc., as needed.
27.	Prepare the Project Management Plan for each construction project in order to ensure specification compliance utilizing professional knowledge and experience, departmental templates and supplemental report language as needed.
28.	Initiate consultant and/or construction contracts in order to facilitate planning, design and construction of Departmental Capital Outlay and Special Repair projects utilizing departmental policies and procedures, guidelines, laws, rules and regulations, etc., as needed.
29.	Establish funding allocations in order to provide funds for repair projects utilizing Departmental programmatic priorities, management and staff input, budget estimates, etc., on a continuous basis.
30.	Monitor expenditures in order to ensure project costs are kept within budget allocation utilizing Business Information System (BIS), project status reports, and expenditure reports on a continuous basis.
31.	Report project expenditures to management in order to ensure project costs are kept within budget allocation utilizing departmental reporting templates (monthly/quarterly reports), BIS, and expenditure reports on a continuous basis.
32.	Provide technical advice to institution maintenance personnel in order to ensure facilities/physical plants are properly maintained and operated utilizing Standard Automated Preventive Maintenance System (SAPMS), project specifications, maintenance requirements, and departmental policies and procedures as needed.
33.	Supervise staff in order to implement major and minor construction and special repair utilizing basic supervision skills, interpersonal communication skills, and professional knowledge and experience on a daily basis.
34.	Coordinate the activities of staff and other entities relating to major and minor construction, special repair, preventive maintenance programs, and non-scheduled maintenance in order to minimize disruption to institution programs and operations utilizing project scope, schedule, budget, etc., as required.
35.	Analyze construction project problems in order to develop solutions utilizing professional knowledge and experience, industry standards, institutional operational procedures, etc., as required.

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

EDITED TASK LISTING

CLASSIFICATION: DEPARTMENTAL CONSTRUCTION AND MAINTENANCE SUPERVISOR

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

Task Statements	
36.	Develop/review correspondence, justifications, memorandums, letters to vendors, and scope of work in order to provide data/information and ensure compliance utilizing professional knowledge and experience, laws, rules and regulations, and departmental policies and procedures on a daily basis.
37.	Train staff in order to expand their knowledge and ensure efficiency and compliance with the established laws, rules and regulations utilizing professional knowledge, interpersonal communication skills, and departmental policies and procedures on a daily basis.
38.	Initiate and participate in the progressive discipline process in order to improve employee performance or address issues of substandard performance utilizing Bargaining Unit agreements, State Personnel Board (SPB) laws and rules, and departmental policies and procedures, etc., as needed.
39.	Review policies and procedures and resource materials in order to effectively train and direct staff in the performance of their duties utilizing professional knowledge and experience on an ongoing basis.
40.	Develop internal office procedures in order to effectively train and direct staff in the performance of their duties utilizing professional knowledge and experience, laws, rules and regulations, and departmental policies and procedures as needed.
41.	Oversee staff attendance by approving and monitoring leave usage and requests in order to produce an effective workforce and maintain positive morale utilizing State laws, rules and regulations, Bargaining Unit agreements, and departmental policies and procedures, etc., on a daily basis.
42.	Prepare and discuss written performance reports with staff in order to monitor and evaluate their work performance, to comply with SPB laws and rules and departmental policies and procedures utilizing effective basic supervision skills, interpersonal communication skills, laws, rules and regulations as needed.
43.	Participate in the hiring process in order to fill identified vacant position(s) utilizing interpersonal communication skills and various departmental forms in accordance with departmental hiring policies and procedures, and SPB laws and rules as needed.
44.	Maintain accurate records in order to comply with laws, rules and regulations and retain historical data utilizing computer data systems, paper filing system, laws, rules and regulations on a continuous basis.
45.	Establish, promote, and maintain confident and cooperative working relationships with others in order to meet the Department's goals and objectives, promote communication/participation, enhance morale and productivity utilizing interpersonal communication skills and professional knowledge and experience on an ongoing basis.

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

EDITED TASK LISTING

CLASSIFICATION: DEPARTMENTAL CONSTRUCTION AND MAINTENANCE SUPERVISOR

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

Task Statements	
46.	Utilize various computer systems/databases [e.g. Computer-Aided Design (CAD), Business Information Systems (BIS), State Contracting and Procurement Reporting System (SCPRS), E-Procurement, etc.] in order to track, report, and procure commodities/goods and services utilizing professional knowledge and experience, laws, rules and regulations, and departmental policies and procedures on a daily basis.