

EDITED TASK LISTING

CLASSIFICATION: SUPERVISOR OF BUILDING TRADES, CF

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

Task Statements	
1.	Direct the activities of lead or journeypersons in building trades to verify work is accomplished utilizing Corrective Work Orders/Standard Automated Preventive Maintenance Systems (SAPMS) and Design Criteria Guidelines (DCG), in accordance with governmental codes.
2.	Assign the activities of lead or journeypersons in building trades to verify work is accomplished utilizing Corrective Work Orders/ SAPMS and DCG, in accordance with governmental codes.
3.	Review the activities of lead or journeypersons in building trades to verify work is accomplished utilizing Corrective Work Orders/ SAPMS and DCG, in accordance with governmental codes.
4.	Supervise the activities of lead or journeypersons in building trades to verify work is accomplished utilizing Corrective Work Orders/ SAPMS and DCG, in accordance with governmental codes.
5.	Coordinate the activities of lead or journeypersons in building trades to verify work is accomplished utilizing Corrective Work Orders/ SAPMS and DCG, in accordance with governmental codes.
6.	Estimate labor and materials for routine maintenance and repair work orders utilizing parts/equipment cost, staff hourly rate, and time estimate, in accordance with governmental codes.
7.	Schedule the flow of material for assignment to various trade groups by monitoring the order of work and job progress/completion utilizing SAPMS, BIS, spreadsheets, and project schedules, in accordance with governmental codes.
8.	Supervise the activities of lead or journey persons in building trades to verify the work is accomplished by reviewing blueprints, specifications, and DCG, in accordance with governmental codes.
9.	Oversee the requisitioning of tools, materials, and equipment for staffs to complete their work assignments utilizing the Business Information System (BIS), training, and work schedules, in accordance with governmental codes.
10.	Evaluate the operational integrity of tools and equipment through replacement or repair for staff/inmate safety utilizing operational manuals/specifications and visual inspections, in accordance with governmental codes.
11.	Supervise inmates/youthful offenders in the maintenance/repair of buildings or structures, to implement the Inmate Work Incentive Program (IWIP) utilizing the Strategic Offender Management System (SOMS) and monitor the inmates/youth offenders' progress, and meet with Inmate Assignment, in accordance with Title 15 and Departmental Operations Manual (DOM).
12.	Review work order information for input into SAPMS to maintain history of assets for the preparation of reports utilizing estimated costs, time, and materials and labor, in accordance with operational procedures.

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

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13.	Assist in preparing estimates for materials to project/maintain the plant operations budget utilizing the Annual Work Plan (AWP), SAPMS, BIS, previous years' records, projected estimates, in accordance with governmental codes.
14.	Evaluate site conditions to confirm operational needs are met by providing reports using ACA, EHS, SAPMS, annual reviews, etc., in accordance with governmental codes.
15.	Supervise inmates/youthful offenders in the major/minor construction of buildings or structures for the Inmate Work Incentive Program (IWIP) utilizing the Strategic Offender Management System (SOMS) and monitor the inmates/youth offenders' progress, and meet with Inmate Assignment, in accordance with Title 15 and Departmental Operations Manual (DOM).
16.	Maintain safety and security of institution, community, staff and/or inmates/youthful offenders to prevent escape, injury or damage to property utilizing visual inspections, counts, search inmates/youthful offenders, and maintaining order, in accordance with governmental codes.
17.	Monitor tool control/accountability to meet security requirements utilizing master/daily inventory sheets, "chit" system, and inspections, in accordance with governmental codes.
18.	Search inmates/youthful offenders and inspect their work area for contraband to provide a safe and secure work environment for staff utilizing skills and techniques, in accordance with the institution operational procedures, DOM, and Title 15, as required.
19.	Write proposals and justifications to receive authorization and funding for equipment/construction/improvement utilizing court mandates, ACA, and EHS, in accordance with governmental codes.
20.	Facilitate the hiring process to fill identified vacant positions by clearing post and bid transfer requests, screen applications, conduct interviews, and make job offers, in accordance with governmental codes.
21.	Initiate the Progressive Disciplinary Process to improve and/or address issues/rule violations related to staff performance by establishing expectations, monitor staffs' work performance, provide training, counseling, and corrective action, in accordance with governmental codes.
22.	Write Individual Development Plans (IDPs) on subordinate staff to identify areas of improvement and provide constructive feedback to help staff improve job performance utilizing supervisor's files, attendance records and personal on-the-job observation, in accordance with governmental codes.
23.	Write staff probationary reports to identify areas of improvement and provide constructive feedback utilizing files (e.g., supervisors/ Personnel), attendance records, and personal on-the-job observation, in accordance with governmental codes.
24.	Communicate in a professional manner with staff, inmates/youthful offenders, public, etc. to establish and maintain effective working relationships utilizing tact and interpersonal skills, in accordance with governmental codes.

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25.	Conduct staff safety meetings to improve safety, maintain a hazard-free work environment and communication utilizing Title 8, tailgate safety/projects, and open forum, in accordance with governmental codes.
26.	Implement the Department of Corrections and Rehabilitation (CDCR) Injury and Illness Prevention Program (IIPP) to maintain a safe work environment by conducting, documenting and attending safety meetings, in accordance with governmental codes.
27.	Train staff to improve job skills and safety/work knowledge utilizing various methods formal on-site, tailgate meetings, specialized off-site, on-the-job training, in accordance with governmental codes.
28.	Document all training/meetings to maintain records for work performance, project information, and attendance utilizing Title 15, DOM, writing skills and computerized forms, in accordance with governmental codes.
29.	Provide mandatory training to staff related to air quality, sanitary sewer overflow (SSO), and hazardous materials handling to maintain compliance utilizing available training and departmental resources, in accordance with governmental codes.
30.	Foster a hostile-free work environment for the safety of staff/inmates utilizing Equal Employment Opportunity (EEO) policies, training, staff meetings, and address situations, in accordance with governmental codes.