

EDITED KSAPC LISTING

CLASSIFICATION: Chief, Day Labor Program (Correctional Facility)

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of materials, equipment, tools, methods, and processes required/used in the construction industry and all types of structures (e.g., wood, steel frame, masonry, and concrete, etc.) in order to provide management of projects.
K2.	Comprehensive knowledge of building trades in order to manage construction projects.
K3.	Comprehensive knowledge of mechanical trades in order to ensure work performed is within required codes and specifications of the project.
K4.	Basic knowledge of codes applicable to the construction industry to ensure the safe completion of various projects in compliance with building codes.
K5.	Basic knowledge of methods of proportioning concrete aggregates and designing concrete to ensure the safe and code compliant completion of various projects.
K6.	Basic knowledge of mortar and grout mixes and proper methods of inspecting, mixing, placing and curing to ensure compliance and completion of various projects.
K7.	Basic knowledge of methods of steel frame erection, reinforce concrete construction, forming and shoring to ensure compliance and completion of various projects.
K8.	Basic knowledge of soils (e.g. excavation and compaction and soils testing/inspection) to ensure code compliance and construction documentation.
K9.	Basic knowledge of structural engineering designs (e.g. soils, structural steel, structural concrete, laminated wood beams, etc.) in order to analyze building methods and alternatives.
K10.	Basic knowledge of mechanical systems and equipment in order to ensure proper installation.
K11.	Basic knowledge of painting, plumbing, ventilating and electrical systems in order to ensure proper installation.
K12.	Comprehensive knowledge of principles and practices of accounting and procurement in order to manage construction projects.
K13.	Comprehensive knowledge of contracting practices, estimating, bidding processes, division of work, scheduling and organizing construction work, in order to properly coordinate the performance of contracted work.
K14.	Comprehensive knowledge of effective supervision and construction management in order to effectively coordinate, supervise, direct, manage, and motivate staff involved in construction project work.
K15.	Comprehensive knowledge of principles and practices of administration, organization, budget, and personnel management in order to supervise and manage personnel.
K16.	Comprehensive knowledge of the supervisor's role in the Equal Employment Opportunity (EEO) Program in order to meet EEO objectives.

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

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Ability to:	
A1.	Interpret construction plans and specifications to ensure compliance of laws and regulations as they relate to construction projects.
A2.	Accurately calculate material quantities for estimating and purchasing purposes.
A3.	Review construction activities to detect deviations and ensure compliance to laws and regulations as they relate to construction documents.
A4.	Safely operate a motor vehicle for transporting materials, tools, equipment and personnel.
A5.	Manage the work of others to ensure completion of construction projects within budget and as scheduled.
A6.	Prepare correspondence utilizing computerized equipment/software to write clear and comprehensive reports in order to effectively communicate project status and issues.
A7.	Establish professional relationships with staff, consultants, contractors, representatives of governmental agencies, facility personnel, and others to promote cooperation.
A8.	Establish and maintain professional relations with youthful or adult offenders to minimize workplace disruption.
A9.	Effectively contribute to the Department's Equal Employment Opportunity objectives in order to ensure a discrimination free work environment.
A10.	Provide direction and guidance relating to Department's EEO objectives to staff to ensure a discrimination free working environment.

KSAPC Statements	
Personal Characteristics:	
PC1.	Demonstrate a willingness to perform work requiring travel and/or irregular hours.
PC2.	Demonstrate effective leadership skills including tact and patience.
PC3.	Demonstrate investment in the rehabilitation of adult or youthful offenders.
PC4.	Demonstrate interest in providing meaningful and productive work experience/training for inmates/youthful offenders.

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