

EDITED TASK LISTING

CLASSIFICATION: Chief, Day Labor Program (Correctional Facility)

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

Task Statements	
1.	Plan the work of assigned staff with regional responsibilities for an extensive geographical area of multiple facilities to ensure compliance utilizing plans, specifications, building codes, and departmental policies and procedures as directed.
2.	Supervise an inmate/youthful offender labor program involving construction, alterations, and repair of large scale buildings and structures to ensure compliance utilizing plans, specifications, building codes, and departmental policies and procedures as directed.
3.	Review the development of project construction schedules to meet priority objectives utilizing the approved construction documents (e.g. plans and specifications, project scope, etc.) under the general direction of the Associate Director, Construction Services Branch.
4.	Review and/or approve scope of work, timelines, and estimates based on approved construction documents for different types of contracts (e.g. public works contracts or service contracts) to ensure accuracy utilizing laws, rules, and regulations as necessary.
5.	Oversee assigned staff in complex construction and repair projects in order to minimize the impact on the facility and its programs utilizing Departmental Operations Manual (DOM), California Code of Regulations (CCR), and Title 15 as needed.
6.	Assist assigned staff in complex construction and repair projects in order to minimize the impact on the facility and its programs utilizing DOM, CCRs, and Title 15 as needed.
7.	Review staff Injury Illness Prevention Program (IIPP) including development of project specific safety plans (e.g. training, safety records, safety meetings, daily job site safety inspections, etc.) to ensure compliance utilizing laws, rules, and regulations as required by the California Office of Safety and Health Administration (Cal-OSHA) standards.
8.	Oversee safety issues using hazard assessment, corrective action, and specific individual training on the use of tools and equipment, to maintain the IIPP as required by Cal-OSHA standards.
9.	Provide leadership and guidance to construction supervisory staff in order to produce a quality product within budget and schedule utilizing communication and organizational skills as necessary.
10.	Travel to various regional and statewide locations to facilitate direct supervision, implement policies and procedures, attend training, etc. using a state or personal vehicle, airlines, etc. as necessary.
11.	Oversee compliance with standards for the selection of inmates/youthful offenders to ensure qualified labor is provided for each construction project utilizing the California Department of Corrections and Rehabilitation (CDCR) Division of Adult Institution's guidelines as needed.
12.	Manage the development of project construction schedules to meet priority objectives (e.g., project urgency and costs, etc.) utilizing the approved construction documents (e.g., plans and specifications, etc.) under the general direction of the Associate Director, Construction Services Branch.

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

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13.	Perform long-term planning of program activities to ensure the goals and objectives of the Department are achieved utilizing five year plan, master plan, schedules, capital outlay budget change proposals, court mandated projects, etc. as directed.
14.	Manage the maintenance and repair of construction tools and equipment to ensure the reliability and safe operation utilizing departmental policies and procedures as needed.
15.	Manage the work of assigned statewide staff to ensure compliance with plans, specifications, building codes, and standards utilizing laws, rules, and regulations as needed.
16.	Ensure consistent performance standards in preparing cost estimates (e.g., materials, labor, equipment, contracts, etc.) and construction schedules in order to support construction project funding requests utilizing plans, specifications, and work descriptions as necessary.
17.	Provide status reports to management of work in progress for compliance with plans, specifications, codes and standards using program policies and guidelines as needed.
18.	Ensure consistent performance standards of resource loaded construction schedules in order to support construction project funding requests utilizing plans, specifications, and work descriptions as needed.
19.	Oversee the approval process for the procurement of necessary materials, tools, and equipment to ensure completion of assigned projects in accordance with state purchasing guidelines as necessary.
20.	Oversee the review of plans, specifications, and work descriptions against actual field conditions to clarify construction issues through the Request for Information (RFI) and Change Order (CO) process as required.
21.	Approve necessary changes to plans, specifications, and work descriptions against actual field conditions to clarify construction issues through the RFI and CO process as needed.
22.	Provide technical assistance to professional architectural and engineering staff in order to clarify construction issues through the RFI and CO process as needed.
23.	Oversee the review of data and submittals (e.g., shop drawings and manufacturers cut sheets, etc.) to ensure materials and equipment specified comply with plans and specifications utilizing the Architectural and Engineering Section as required.
24.	Provide recommendations of data and submittals (e.g., shop drawings and manufacturers cut sheets, etc.) to ensure materials and equipment comply with plans and specifications, to the Architect and/or Engineer of record as requested.
25.	Oversee CO, inspection records, RFIs and project "As-Built" documents to ensure accuracy utilizing laws, rules, and regulations as required by established policies and procedures.
26.	Ensure the training of individuals/groups in the appropriate interpretation and application of departmental policies, procedures, guidelines, laws and rules, regulations to comply with Cal-OSHA standards using the IIPP as required.

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27.	Direct the training of civil service staff, casual labor, and inmates/youthful offenders through safety and orientation programs to familiarize employees with correctional and program policies and procedures unique to performing construction in the CDCR as required.
28.	Train staff on interpreting and applying policies procedures, and safety awareness utilizing various methods (e.g., classroom, on the job training, mentoring) for successful job performance and upward mobility as needed.
29.	Complete employee Individual Development Plans (IDPs), performance evaluations, and probationary reports in order to document accomplishments, performance goals, and areas of improvement utilizing basic and advanced supervisory training and IDP form as needed.
30.	Maintain the safety/security of persons to prevent escape or injury to themselves or others by persons committed to the CDCR in accordance with the DOM, CCR, and Title 15 as needed.
31.	Carry out supervisory responsibilities in the work place with regard to Equal Employment Opportunity Program (EEO) in order to ensure a discrimination free work environment utilizing EEO program objectives as mandated.
32.	Address stressful situations in the work place in a professional and tactful manner in order to promote employee overall health and well-being in accordance with professional ethics as needed.
33.	Deliver effective oral presentations to management, institutional administration, and employees in order to communicate project status utilizing various tools, equipment, and aids as necessary.
34.	Provide assistance to managers, employees, and control agencies on varied and/or sensitive complex matters to resolve construction issues, provide information, options, and/or recommendations, etc. using references/policies as needed.
35.	Recommend policies and procedures relating to the construction programs of the Department to ensure consistency and conformity utilizing established guidelines, laws, rules and regulations, and departmental policies as required.
36.	Participate in the development of policies and procedures relating to the construction programs of the department to ensure consistency and conformity utilizing established guidelines, laws, rules and regulations, and departmental policies as needed.
37.	Preside over the hiring of new civil service staff and casual employees for the Inmate/Ward Labor Program through coordination and in accordance with appropriate Building Trades Unions in order to provide skilled labor to facilitate completion of assigned construction projects as necessary.
38.	Assist in coordinating a pre-apprentice program for inmates/youthful offenders with institution staff and the local trades' persons to enhance rehabilitation, utilizing the current multi-trade curriculum under the general direction of the Associate Director, Construction Services Branch.

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