

## EDITED KSAPC LISTING

**CLASSIFICATION: CORRECTIONAL PLANT MANAGER I, DEPARTMENT OF CORRECTIONS**

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

| <b>KSAPC Statements</b> |  |
|-------------------------|--|
| <b>Knowledge of:</b>    |  |
| K1.                     | Comprehensive knowledge of materials, methods, and tools used in the operation, maintenance, or repair of types of electrical systems and equipment necessary to ensure the efficient operation of the physical Plant.   |
| K2.                     | Comprehensive knowledge of materials, methods, and tools used in the operation, maintenance, or repair of plumbing, water systems and equipment necessary to ensure the efficient operation of the physical Plant.   |
| K3.                     | Comprehensive knowledge of the operation and maintenance of high/low-pressure steam boilers to provide adequate steam necessary for heating, hot water, laundry, food services and industrial processes.   |
| K4.                     | Basic knowledge of materials, methods, and tools used in the operation, maintenance, or repair of buildings and grounds including landscaping and irrigation systems necessary in order to ensure the efficient operation of the physical Plant.   |
| K5.                     | Comprehensive knowledge of materials, methods, and tools used in the operation, maintenance, or repair of refrigeration, heating, ventilation and air-conditioning (HVAC) systems and equipment necessary to ensure the efficient operation of the physical Plant's climate control and food storage spaces. |
| K6.                     | Comprehensive knowledge of California Occupational Safety and Health Administration (CalOSHA) regulations applicable to the operation and maintenance of buildings, grounds, and equipment to ensure staff safety.   |
| K7.                     | Advanced knowledge of the principles and practices of employee supervision and development in order to effectively direct and manage a workforce.  |
| K8.                     | Comprehensive knowledge of the supervisor's role in the personnel programs (e.g., Family Medical Leave Act, Equal Employment Opportunity, American's with Disabilities Act, etc.) and the processes available in order to meet the Department's objectives as it relates to the management of staff.         |
| K9.                     | <b>Comprehensive knowledge of personal computers/software applications to produce various written documents, charts, statistical reports, etc.</b>   |
| K10.                    | <b>Comprehensive knowledge of various lawsuits, court mandates, laws, rules, regulations pertaining to the Department as it relates to inmate care, equal access, and physical Plant limitations, etc. to ensure compliance.</b>   |
| K11.                    | <b>Comprehensive knowledge of the Departmental Budget and Capital Outlay processes to appropriate funding.</b>   |

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

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| <b>Ability to:</b>      |   |
| A1.                     | Communicate both verbally and in writing to provide clear and concise information/ideas.  |
| A2.                     | Plan, organize, and direct the work of staff to oversee the installation, operation, and maintenance of the plant's heating/cooling, electrical, water, sewage, and other mechanical systems including the infrastructure of the physical Plant to preserve and promote operational efficiency and energy conservation.     |
| A3.                     | Read, interpret, and work from plans, drawings, and specifications to provide project direction or information for the repairs of existing systems/facilities and to verify accuracy of documents for compliance with applicable codes.   |
| A4.                     | Review cost estimates of building repairs/alterations, (e.g., Architectural and Engineering Request, Service and Expense Orders, CDCR Form 954, etc.) maintenance, and mechanical installations to preserve and promote operational efficiency and energy conservation in compliance with all State purchasing regulations. |
| A5.                     | Plan and implement programs of preventive maintenance using Standardized Automated Preventive Maintenance System (SAPMS) for buildings and mechanical equipment in order to ensure longevity of the equipment and prevent unnecessary breakdowns.   |
| A6.                     | Prepare and maintain accurate records and reports to ensure compliance with regulatory agencies and Departmental requirements.  |
| A7.                     | Think and act quickly to respond promptly to emergency situations and evaluate the most appropriate course of corrective action.  |
| A8.                     | Promote equal opportunity in employment to maintain a work environment that is free of discrimination and harassment.   |
| A9.                     | <b>Write the scope of services for contracts and service and expense orders to provide necessary services, complete Plant projects, and provide basic services.</b>   |
| A10.                    | <b>Utilize personal computer/software to track work orders, production, construction and repair projects, employee attendance records, procurement, etc.</b>  |

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| <b>KSAPC Statements</b>                         |  |
|---|--|
| <b><i>Special Personal Characteristics:</i></b> |  |
| SPC1.   | Utilize tact and diplomacy in order to effectively deal with others. |