

## EDITED KSAPC LISTING

### CLASSIFICATION: CHIEF OF PLANT OPERATION III (CORRECTIONAL FACILITY)

**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 the types of institutional mechanical systems (e.g., heating, electrical, security, plumbing, water and waste water systems and refrigeration, etc.) and ancillary equipment necessary to ensure the efficient operation of the physical plant.
K2.	Comprehensive knowledge of the operation and maintenance of high pressure steam boilers to provide adequate heating, hot water, laundry, food services and industrial processes.
K3.	Comprehensive knowledge of materials, methods (e.g., Capital Outlay processes, preventative maintenance, Section 6, Architectural and Engineering requests, contracts, etc.) and tools used in the maintenance, repair and alteration of buildings, equipment and grounds to ensure the efficient operation of the physical plant.
K4.	Comprehensive knowledge of the operation of mechanical refrigeration and air-conditioning systems to ensure adequate climate control of buildings and food storage spaces.
K5.	Comprehensive knowledge of thermostatic temperature control systems to ensure adequate climate control of buildings.
K6.	Comprehensive knowledge of Federal, State and county/city rules and regulations regarding the removal, storage and disposal of hazardous waste and materials to ensure regulatory compliance.
K7.	Comprehensive knowledge of hazardous materials control data sheets to ensure regulatory compliance.
K8.	Comprehensive knowledge of applicable Federal, State and county/city rules and regulations regarding underground storage tanks, air quality, water and sewage standards to ensure regulatory compliance.
K9.	Comprehensive knowledge of the installation and maintenance of sophisticated surveillance and security systems.
K10.	Comprehensive knowledge of the rules, regulations and safety orders of the California Code of Regulations applicable to work site operations, trade specific tasks and the maintenance of buildings and grounds.
K11.	Comprehensive knowledge of the principles of effective supervision and personnel management practices in order to direct all aspects of Plant Operations.
K12.	Comprehensive knowledge of the Department's Equal Employment Opportunity objectives to ensure a work environment free of discrimination and harassment.
K13.	Comprehensive knowledge of a supervisor's role in the Equal Employment Opportunity Program and the processes available to ensure a work environment free of discrimination and harassment.
K14.	<b>Basic knowledge of computers/software applications in order to produce various written documents, charts, statistical reports, etc.</b>
K15.	<b>Comprehensive knowledge of the supervisor's role in the personnel programs (e.g., EAP, FMLA, ADA, etc.) and the processes available in order to meet the Department's objectives as it relates to the management of staff.</b>

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

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Communicate both orally and in writing to provide clear and concise information/ideas.
A2.	Direct the work of staff involved in installing, operating and maintaining institution heating, electrical, water sewage and other mechanical systems 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.	Apply basic mathematical skills to perform calculations to prepare various documents (e.g., purchase requisitions/contracts, cost estimates for building repairs, maintenance and mechanical installations, etc.).
A5.	Implement and maintain the mechanical equipment to reduce maintenance costs and maximize the structure/equipment life cycle.
A6.	Plan and direct the work of staff (e.g., supervisors, skilled crafts persons and semiskilled workers, etc.) to provide coordinated maintenance services to the institution.
A7.	Keep accurate records for applicable compliance with regulatory agencies and Departmental requirements.
A8.	Think and act quickly to respond promptly to emergency situations and evaluate the most appropriate course of corrective action.
A9.	Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
<b>A10.</b>	<b>Direct the work of installing, operating and maintaining institution heating, water, sewage and other mechanical systems, electrical or electronic systems.</b>
<b>A11.</b>	<b>Utilize personal computer/software in order to track completed and non-completed work orders, production, construction and repair projects, employee attendance records, etc.</b>