

EDITED TASK LISTING

CLASSIFICATION: CONSTRUCTION SUPERVISOR III, (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 with plans, specifications, building codes, and standards as directed.
2.	Supervise an inmate/youthful offender labor program involving construction, alterations, and repair of large scale buildings and structures to ensure compliance with plans, specifications, building codes, and standards as directed.
3.	Review the development of project construction schedules by considering the entire scope of the project, referencing the approved construction documents, (e.g., plans and specifications, etc.) to meet priority objectives under the general direction of the Chief, Day Labor Program, Correctional Facility (CF).
4.	Manage regional contracts based on approved construction documents (i.e., public works contracts or service contracts) to issue notices to proceed and notices of completion and to approve/disapprove payments/invoices as necessary.
5.	Develop scope of work, timelines, and estimates based on approved construction documents for different types of contracts (i.e., public works contracts or service contracts) pertaining to various construction projects as necessary.
6.	Oversee assigned staff to coordinate with the facility on complex construction and repair projects to minimize the impact on the facility and its programs to comply with the Departmental Operations Manual (DOM), California Code of Regulations (CCR), and Title 15 as needed.
7.	Assist assigned staff to coordinate with the facility on complex construction and repair projects to minimize the impact on the facility and its programs to comply with the DOM, CCRs, and Title 15 as needed.
8.	Plan regional activities of assigned staff to maintain the Injury Illness Prevention Program (IIPP) including development of project specific safety plans (e.g., training, safety records, "tailgate" safety meetings, daily job site safety inspections, etc.) as required by the California Office of Safety and Health Administration (Cal-OSHA) standards.
9.	Identify 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.
10.	Provide leadership and guidance to construction crews utilizing communication and organizational skills to produce a quality product within budget and schedule as necessary.
11.	Travel (including overnight) 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.
12.	Supervise assigned staff in the selection of inmates/youthful offenders by working with the California Department of Corrections and Rehabilitation (CDCR) classification committee to ensure that qualified inmate/youthful offender labor is provided for each construction project as needed.

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

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13.	Manage the development of project construction schedules by considering the entire scope of the project referencing the approved construction documents (e.g., plans and specifications, etc.) to meet priority objectives (e.g., project urgency and costs, etc.) under the general direction of the Chief, Day Labor Program, CF.
14.	Perform long-term regional 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.
15.	Manage the maintenance and repair of construction tools and equipment to ensure the reliability and safe operation in accordance with departmental and program's policies and procedures as needed.
16.	Manage the work of assigned staff with regional responsibilities of an extensive geographical area of multiple facilities, in compliance with plans, specifications, building codes, and standards as needed.
17.	Manage consistent performance standards in preparing cost estimates (e.g., materials, labor, equipment, contracts, etc.) in order to support construction project funding requests utilizing plans, specifications and work descriptions as directed.
18.	Manage 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.	Manage the regional approval process for the procurement of necessary materials, tools, and equipment as determined from the approved construction documents in accordance with state purchasing guidelines in order to complete assigned projects as necessary.
20.	Manage controls (e.g., ledgers, project records, inventory, time sheets) to ensure accurate project records which include budget allocations for inmate/youthful offenders, casual, material purchases, contracts, civil service staff timekeeping and payroll as required.
21.	Manage 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.
22.	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.
23.	Provide technical assistance to professional architectural and engineering staff in order to clarify construction issues through the RFI and CO process as needed.
24.	Manage 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.
25.	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.

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26.	Manage the inspection of work in progress for compliance with plans, specifications, codes and standards with regard to project schedules and deadlines to comply with program policies and guidelines as required.
27.	Manages CO, inspection records, RFIs and project "As-Built" documents ensuring accurate project records as required by established policies and procedures.
28.	Apply civil service laws, rules, regulations, departmental policies and procedures, etc. to construction processes in order to ensure compliance as needed.
29.	Train 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.
30.	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, including the IIPP as required.
31.	Maintain security of assigned working areas through inspections and searches for contraband (e.g., weapons or illegal drugs, etc.) and inventory of materials, tools, keys, and locks in accordance with DOM, CCR, and Title 15 as required.
32.	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.
33.	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.
34.	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.
35.	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.
36.	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.
37.	Establish 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.
38.	Provide status reports to management of work in progress for compliance with plans, specifications, codes and standards using program policies and guidelines as needed.

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39.	Deliver effective oral presentations to management, institutional administration, and employees in order to communicate project status utilizing various tools, equipment, and aids as necessary.
40.	Communicate professionally and effectively both orally and in writing, utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
41.	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.
42.	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.
43.	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.
44.	Preside over the hiring of new civil service staff and casual employees for the Inmate/Youthful Offender 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.
45.	Assist in coordinating a pre-apprentice program for inmates with institution staff and the local trades' persons to enhance rehabilitation, utilizing the current multi-trade curriculum under the general direction of the Program Manager.

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