

EDITED KSAPC LISTING

CLASSIFICATION: CONSTRUCTION SUPERVISOR I, 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 used in the construction of wood, steel frame, masonry and concrete buildings in order to facilitate procurement and construction of assigned projects.
K2.	Basic knowledge of methods used in the construction of wood, steel frame, masonry and concrete buildings in order to comply with construction codes/standards on assigned projects.
K3.	Basic knowledge of duties performed by various building and mechanical trades (i.e., carpentry, plumbing, electrical, etc.) in order to facilitate construction of assigned projects.
K4.	Comprehensive knowledge of the Uniform Building Code applicable to building construction in order to comply with codes/standards on assigned projects.
K5.	Comprehensive knowledge of Title 8 and Cal-OSHA regulations applicable to building construction in order to maintain a safe working environment.
K6.	Basic knowledge of concrete mixes to ensure compliance with plans and specifications.
K7.	Basic knowledge of proper methods of mixing, placing and curing concrete in order to supervise state staff, casuals (skilled trades' person) and inmates/youthful offenders on assigned projects.
K8.	Basic knowledge of mortar and grout mixes for proper application per plans and specifications in order to safely and correctly complete construction projects.
K9.	Comprehensive knowledge of methods of steel frame erection, reinforced concrete construction, forms and shoring in order to safely and correctly complete construction projects according to plans and specifications.
K10.	Basic knowledge of soils and soil compacting techniques to ensure construction projects are safely and correctly completed according to plans and specifications.
K11.	Comprehensive knowledge of major construction tasks (i.e., painting, plumbing, mechanical, electrical, etc.) in order to provide oversight on assigned construction projects.
K12.	Comprehensive knowledge of the principles of supervision in order to supervise personnel effectively.
K13.	Basic knowledge of the principles and practices of administration in order to maintain a professional work environment.
K14.	Basic knowledge of the principles and practices of organization in order to maintain an efficient work environment.
K15.	Comprehensive knowledge of the principles and practices of budget to ensure that projects are completed within allotted funds.
K16.	Comprehensive knowledge of a supervisor's role in the Equal Employment Opportunity Program and the process available to meet equal employment opportunity program objectives.

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

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Knowledge of:	
K17.	Comprehensive knowledge of project management (i.e., cost analysis, estimating, scheduling, and projection methods, etc.) procedures and techniques in order to manage construction projects.
K18.	Basic knowledge of math in order to calculate material quantities for estimating and purchasing purposes.
K19.	Basic knowledge of the Department of Motor Vehicles rules/regulations as it pertains to the transportation of materials, tools, and equipment to comply with state laws/regulations.
K20.	Comprehensive knowledge of plan reading procedures and techniques in order to manage construction projects.
K21.	Comprehensive knowledge of the proper use of tools required for construction to manage construction projects.

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Ability to:	
A1.	Read and interpret architectural plans and drawings to effectively oversee the completion of assigned projects.
A2.	Accurately calculate material quantities for estimating and purchasing purposes.
A3.	Detect deviations from plans and specifications by inspection in order to comply with scope of project.
A4.	Safely operate a motor vehicle for transporting materials, tools, equipment, and personnel.
A5.	Supervise the work of others to accomplish construction projects within budget and schedule.
A6.	Evaluate the work of others to accomplish construction projects within budget and schedule.
A7.	Plan the work of others to accomplish construction projects within budget and schedule.
A8.	Prepare correspondence and write clear and comprehensive reports to effectively communicate project status and issues.
A9.	Establish professional relationships with representatives of governmental agencies and Institution staff to gain cooperation for the completion of assigned projects.
A10.	Effectively contribute to the Equal Employment Opportunity Program objectives in order to ensure a discrimination free work environment.
A11.	Evaluate the work of contractors in order to ensure compliance with contract documents.
A12.	Maintain accurate project records in order to reference/access information and provide reports.
A13.	Operate computer and office equipment to maintain accurate records, generate correspondence and reports, etc.
A14.	Safely maneuver about and around construction environments (i.e., uneven ground, trenches, rebar, etc.) in order to supervise/inspect construction activities.
A15.	Climb to various levels using ladders, platforms' lifts etc. to perform inspection duties at project sites.
A16.	Lift and handle construction materials (i.e. tools, plans etc.) to perform required duties.
A17.	Effectively communicate verbally with representatives of governmental agencies, Institution staff, union labor and inmates/youthful offenders, to gain cooperation for the completion of assigned projects.

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<i>Personal Characteristics:</i>	
PC1.	Willingness to travel as program needs dictate.
PC2.	Provide leadership with tact and patience.
PC3.	Interest in providing meaningful and productive work experience/training for inmates/youthful offenders.
PC4.	Understanding of the problems of adult/youthful offenders in custody.
PC5.	Must be able to perform during stressful (physical, mental, and emotional) situations encountered on the job.