

EDITED KSAPC LISTING

CLASSIFICATION: SUPERVISOR OF BUILDING TRADES, CF

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of methods, materials, tools, and equipment used in building construction, maintenance, and repair work to confirm work assignments are completed.
K2.	Basic knowledge of methods used in requisitioning, receiving, inspecting, storing, and issuing materials and supplies to maintain the proper flow of materials.
K3.	Basic knowledge of the principles of supervision to effectively lead employees and inmates to perform their work assignments.
K4.	Basic knowledge of codes, rules, regulations, safety orders and safety practices applying to the various building trades to maintain a safe working environment and comply with State and Federal laws.
K5.	Basic knowledge of Department's Equal Employment Opportunities (EEO) Program objectives to comply with departmental policies.
K6.	Basic knowledge of the supervisor's role in the EEO program and the processes available to meet EEO objectives and comply with departmental policies.
K7.	Basic knowledge of computer usage (e.g., Strategic Offender Management System (SOMS), Business Information System (BIS), computer software/equipment, etc.) to maintain accurate records, communicate effectively, and contribute to the department's objectives.

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Ability to:	
A1.	Supervise the work of building trades journeypersons, leadpersons, and/or inmates/youthful offenders to complete assigned tasks in the maintenance, repair, and/or major/minor construction of buildings and structures.
A2.	Inspect the work of building trades journeypersons, leadpersons, and/or inmates/youthful offenders to complete assigned tasks in the maintenance, repair, and/or major/minor construction of buildings and structures.
A3.	Schedule and coordinate the work of the various trade groups required on a job to complete assigned tasks in the maintenance and repair of buildings and structures.
A4.	Read and interpret blueprints and work from plans and specifications to accurately complete work assignments and projects.
A5.	Estimate material and labor requirements based on blueprints, plans, specifications, or institutional needs to stay within departmental budget guidelines.
A6.	Analyze situations accurately and adopt a course of action to complete work assignments within the allotted timeframes.
A7.	Keep accurate records and prepare reports to maintain a history for future use.
A8.	Communicate with individuals or groups to provide accurate instruction and direction.
A9.	Write reports, contracts, and requisitions to accomplish daily tasks.
A10.	Understand and follow verbal instructions to accurately carry out assignments.
A11.	Contribute to the department's EEO objectives to promote a hostile-free work environment and comply with departmental policies.

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KSAPC Statements	
<i>Special Physical Characteristics:</i>	
SPC1.	Must have sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees/inmates.
SPC2.	Must be able to inspect specific job locations or sites (e.g., rooftops, confined spaces, stairwells, etc.) which may involve using ladders, bucket-trucks, and lifts.

KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Must be able to be ethical and maintain confidentiality.
PC2.	Must display good judgment in decisions that affect resources such as; tools, equipment, materials, funds, and services.
PC3.	Must model professional behavior at all times, consistent with the mission of the department.
PC4.	Must have good interpersonal skills, tact, and assertiveness to earn and keep the respect of staff and inmates.
PC5.	Must have a flexible attitude to adapt to changes in the work environment.