

EDITED TASK LISTING

CLASSIFICATION: SUPERVISOR OF BUILDING TRADES, CF

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

Task Statements	
1.	Direct the activities of lead or journey persons in building trades to ensure work is accomplished utilizing Corrective Work Orders/Standard Automated Preventive Maintenance Systems (SAPMS), Uniform Code Books, Blueprints, Specifications, Submittals, Design Criteria and Americans with Disabilities Act (ADA) Compliance Guidelines as needed.
2.	Assign the activities of lead or journey persons in building trades to ensure work is accomplished utilizing SAPMS, Uniform Code Books, Blueprints, Specifications, Submittals, Design Criteria and ADA Compliance Guidelines on a daily basis.
3.	Review the work of lead or journey persons in building trades to ensure the work is accomplished utilizing SAPMS, Uniform Code Books Blueprints, Specifications, Submittals, Design Criteria and ADA Compliance Guidelines on a daily basis.
4.	Supervise the activities of lead or journey persons in building trades to ensure the work is accomplished by inspecting job sites for compliance with SAPMS, Uniform Code Books, Blueprints, Specifications, Submittals, Design Criteria and ADA Compliance Guidelines on a daily basis.
5.	Coordinate the assignments of lead or journey persons in multiple building trades to ensure the work is accomplished utilizing SAPMS, Uniform Code Books Blueprints, Specifications, Submittals, Design Criteria and ADA Compliance Guidelines on a daily basis.
6.	Estimate labor and materials for jobs assigned to specific trades staff for development of cost analysis utilizing cost estimate books or software (e.g. M.E.A.N.S., Lee Saylor), knowledge and past practices as needed.
7.	Oversee the completion of the requisitioning (BIS process) for tools, materials, supplies, and equipment to ensure availability for the various trades work assignments utilizing personal knowledge and experience as directed by the Correctional Plant Supervisor, Correctional Plant Manager or Chief of Plant Operations.
8.	Oversee the distribution of materials with the assignments of various trades groups to ensure the order of work and job progress is properly maintained by prioritizing and scheduling the materials and equipment utilizing SAPMS, flowcharts, project schedules, critical path method, Business Enterprise Systems (BIS), Material and Stores Supervisor and/or institutional needs as needed.
9.	Ensure tool control/accountability for security requirements utilizing the Department Operations Manual (DOM) (e.g. inventory log, color code), Title 15 California Code of Regulations, institutional Operations Procedures (OP), Division of Juvenile Justice (DJJ) Institutions and Camps Manual on a daily basis.
10.	Ensure the operational integrity of tools and equipment through replacement or repair as necessary for inmate/staff safety utilizing operational manuals/specifications and Cal OSHA guidelines and Title 15 California Code of Regulations on a daily basis.

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

EDITED TASK LISTING

CLASSIFICATION: SUPERVISOR OF BUILDING TRADES, CF

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

Task Statements	
11.	Assist in preparing budget estimates (e.g. annually, approved projects) for materials keeping within the plant operations budget utilizing previous years records, cost estimate books, upcoming and proposed estimates as directed by the Correctional Plant Supervisor, Correctional Plant Manager or Chief of Plant Operations.
12.	Enter data into SAPMS and prepare reports to maintain database tracking history of equipment, cost, time, materials and labor utilizing personal computer skills and appropriate training as needed.
13.	Supervise inmates/youthful offenders in the maintenance/repair of buildings or structures and ensure Inmate/Ward Work Training Incentive Program (IWTIP) is implemented and properly followed utilizing Title 15, DOM, institutional OPs, DJJ Institutions and Camps Manual, Plant Operations Manual and appropriate IST/OJT training as needed.
14.	Supervise inmates/youthful offenders in major/minor construction of buildings or structures, and ensure Inmate/Ward Work Training Incentive Program (IWTIP) is implemented and properly followed utilizing Title 15, DOM, institutional OPs, DJJ Institutions and Camps Manual, Plant Operations Manuals and appropriate IST/OJT training as directed by the Correctional Plant Supervisor, Correctional Plant Manager or Chief of Plant Operations.
15.	Search inmates/youthful offenders and inspect their work area for contraband to ensure safety and security for staff, inmates/wards utilizing Title 15, DOM, institutional OPs, DJJ Institutions and Camps Manual, Plant Operations Manual and appropriate IST/OJT training on a daily basis.
16.	Maintain safety and security of institution, community, staff and/or inmates/youthful offenders to prevent escape, injury or damage to property utilizing Title 15 DOM, institutional OPs, DJJ Institutions and Camps Manual, Plant Operations Manual and appropriate IST/OJT training on a daily basis.
17.	Develop Capital Outlay Budget Change Proposals (COBCP), Budget Change Proposals (BCP), Budget Concept Statements (BCS), Section 6.00, Special Repair Projects (SRP), concept papers, contracts, service and expense, bids, utility reports and scope of work to receive authorization and funding for construction utilizing established guidelines as directed by the Correctional Plant Supervisor, Correctional Plant Manager or Chief of Plant Operations.
18.	Ensure proper implementation of Senate Bill (SB) 198 (e.g. department's Injury and Illness Prevention Program [IIPP]) by conducting, documenting and attending safety meetings to maintain a safe work environment, utilizing SB 198 and appropriate training on a daily basis.
19.	Conduct staff meetings (e.g., CAL-OSHA tailgate safety, projects, open forum) to improve safety, maintain a hazard-free work environment and keep open communication to develop and maintain a high-level of morale utilizing Title 15, DOM and institutional OPs once a week.

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

EDITED TASK LISTING

CLASSIFICATION: SUPERVISOR OF BUILDING TRADES, CF

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

Task Statements	
20.	Foster a work environment in accordance with Equal Employment Opportunity (EEO) policies to produce a hostile-free work environment using EEO policies, Title 15, DOM, institutional OPs, DJJ Institutions and Camps Manual, Plant Operations Manual, and appropriate IST/OJT training on a daily basis.
21.	Apply regulations, departmental policies and procedures to ensure staff and inmates/youthful offenders are properly trained, provided direction and ensure compliance utilizing Title 15, DOM, institutional OPs, DJJ Institutions and Camps Manual and Plant Operations Manual on a daily basis.
22.	Write Individual Development Plans on subordinate staff to identify areas of improvement and provide constructive feedback in order to help staff improve job performance utilizing supervisor's files, attendance records and personal on-the-job observation as needed.
23.	Write probationary reports on subordinate staff to identify areas of improvement and provide constructive feedback in order to help staff improve job performance utilizing supervisor's files, attendance records and personal on-the-job observation as needed.
24.	Facilitate the hiring process in accordance with State Personnel Board rules and regulations by conducting interviews to fill identified vacant positions utilizing rules and regulations (e.g. DOM, Department of Personnel Administration, or Institutional needs) as needed.
25.	Initiate the Progressive Disciplinary Process to improve and/or address issues/rule violations related to employee performance in accordance with departmental policy utilizing Bargaining Unit contracts, DOM, Title 15, etc. as needed or directed by the Correctional Plant Supervisor, Correctional Plant Manager or Chief of Plant Operations.
26.	Participate in the Progressive Disciplinary Process to improve and/or address issues/rule violations related to employee performance in accordance with departmental policy utilizing Bargaining Unit contracts, DOM, Title 15, etc. as needed or directed by the Correctional Plant Supervisor, Correctional Plant Manager or Chief of Plant Operations.
27.	Train staff to improve job skills and safety/work knowledge utilizing various methods (e.g. formal on-site, tailgate meetings, specialized off-site, on-the-job training) as needed.
28.	Communicate in a professional and effective manner with others (e.g., staff, inmates/youthful offenders, public, contractors, etc.) utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations and on a daily basis.
29.	Evaluate site conditions and provide detailed reports effecting infra-structure, scheduling, purchasing, cost, completion, safety, personnel, institutional impact, and physical or structural barriers to ensure operational needs are met utilizing project schedules, product data, bid sheets, Title 8, operational procedures, plans and specifications on a daily basis.

EDITED TASK LISTING

CLASSIFICATION: SUPERVISOR OF BUILDING TRADES, CF

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

Task Statements	
30.	Document all training/meetings, work performance discussions/issues, tool control and project information to maintain records of attendance and participation in compliance with departmental policies and expectations utilizing Title 15, DOM, writing skills and computerized forms on a daily basis.
31.	Conduct required training related to environmental issues such as air quality, sanitary sewer overflow (SSO), confined space training, lock out tag out training, hazardous materials handling (e.g. fuel spills, mold, lead and asbestos) to comply with State and Federal laws utilizing available training and departmental resources as necessary on a daily basis.