

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name	Division DSH-Patton		
Position No / Agency-Unit-Class-Serial 502-556-6753-001	Unit Office		
Class Title SUPERVISOR BUILDING TRADES	Location Facility Operations		
Subject to Conflict of Interest <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CBID S12	Work Week Group: 2	Pay Differential
Other 			
<p>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions. Schedules and coordinates the flow of materials with the assignments of the various trade groups, so that order of work and job progress is properly maintained. Assigns, reviews, supervises, and coordinates the activities of shop supervisors in such fields as carpentry, masonry, painting, metal work, locksmith, and other work. Assists in preparing annual budgets, budget estimates, and specifications. Ensures that jobs are carried out according to plans and specifications. Estimates labor and material for specific jobs. Keeps records, prepares reports, attends weekly staff meetings. Participates in Hospital committees when assigned. Communicates and enforces Hospital policies.</p>			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).		
30%	<p>Department Responsibility: Coordinates with staff, contractors and vendors working on building trades projects to ensure understanding of and adherence to Hospital safety and security procedures. Advises in the selection of building materials, assists in requisitions of building materials, and provides guidance on most suitable construction means and methods for special repair projects. Supervises building trades work productivity and that work is carried out according to plans, specifications, and schedule. Checks non-routine work order requests for acceptance or rejection and distributes approved non-routine work orders to appropriate trade shop. Attends weekly staff meetings. Required to operate automotive equipment and hauls material (Valid California Driver's License and Defensive Driver Permit required contingent on the class of vehicle to be driven, in accordance with the Administrative Directive 7.07). Required to be able to bend; reach; ascent stairs, slopes, and inclines; work at heights applicable to trade demands; and labor in the outdoors in all weather conditions.</p>		
30%	<p>Personnel Management and Supervision: Supervises the Carpenter Supervisor, Painter Supervisor, Locksmith Shop, and Building Maintenance Workers. Reviews the performances of the Carpenter Supervisor, Painter Supervisor, Locksmiths, and Building Maintenance Workers and recommends appropriate action, which may include commendations, progressive discipline, or other administrative responses. Leads building trades supervisors and staff in utilizing and understanding WebTMA work order system, tool and key control</p>		

	procedures, and material inventory systems. Supervises the ongoing safety training, safety inspections, accident prevention, and productive accident investigation for building trades staff. Surveys and maintains a safe work environment. Effectively contributes to the Department's Equal Opportunity and non-discrimination objectives through involvement in the hiring and onboarding processes.
25%	Leadership/Quality Improvement: Leads meetings and works with supervisors, individual staff members, and contractors to address quality and productivity issues within the building trades or that impact or are impacted by the functions of the building trades.
15%	Interpersonal Relationships: Maintains effective communication with staff and other Hospital personnel. Maintains effective communication with vendors, contractors, and outside agencies.
Required Competencies	<p>SUPERVISION RECEIVED: Supervisor of Building Trades is under the supervision of the Chief of Plant Operations I.</p> <p>SUPERVISION EXERCISED: Supervisor of Building Trades supervises personnel in the following positions: Carpenter Supervisor, Building Maintenance Workers, Locksmiths, and Painter Supervisor.</p> <p>ABILITY TO: Ability to bend; reach; ascend stairs, slopes and inclines; work at heights applicable to trade demands; and labor in the outdoors in all weather conditions. Assign, supervise, and inspect the work of building trades journey persons, lead persons, or supervisors; schedule and coordinate the work of the various trade groups required on a job; read and interpret blueprints and work from plans and specifications; estimate material and labor requirements; analyze situations accurately and adopt an effective course of action; keep accurate records and prepare reports; effectively contribute to the Department's equal employment objectives.</p> <p>KNOWLEDGE OF: Methods, materials, tools, and equipment used in building construction, maintenance, and repair work; methods used in requisitioning, receiving, checking, storing, and issuing materials and supplies; principles of effective supervision; codes, rules regulations, safety orders and safety practices applying to the various building trades; Department's Equal Employment Opportunity Program objectives; a manager's role in the E.E.O. and the processes available to meet equal employment objectives.</p> <p>TECHNICAL PROFICIENCY (SITE SPECIFIC)</p> <ul style="list-style-type: none"> • Demonstrates ability to direct subordinates • Demonstrates ability to lead quality improvement meetings • Demonstrates ability to prepare professional reports and correspondence • Communicates effectively with managers, peers, subordinates, State regulatory agencies, contractors, and vendors

	<ul style="list-style-type: none"> • Demonstrates the ability to administer corrective action and progressive discipline <p>ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p>INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.</p> <p>HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.</p> <p>THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy.</p> <p>CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively.</p> <p>RELATIONSHIP SECURITY: Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.</p>
License or Certification	It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must possess a valid California Driver's License and Defensive Driver Permit.
Training	The employee is required to keep current with the completion of all required training.
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>Employee may be asked to respond to a call back for health and safety issues, after any shift and schedule, in a variety of settings throughout the Hospital in accordance with Facility Operations Call Back Procedures for BU 12 & 13 Employee and as determined by the operational needs of the Hospital.</p>

Statement of Economic Interests / Form 700 Requirements:

The Political Reform Act requires employees who serve in this position to be designated in our agency conflict-of-interest code to file a Statement of Economic Interest (Form 700). Your assuming office statement is due within 30 days of Assuming Office, Annually and within 30 days of Leaving Office. The Annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about March 31 of each year. The statements must be submitted to the DSH-Patton Filing Officer. These statements are public access documents. You will receive reminders from the DSH-Patton Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the DSH-Patton Filing Officer.

Ethics Training and Compliance:

Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 covered position, and every two (2) years thereafter, by December 31 of each odd numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the DSH-Patton Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the DSH-Patton Filing Officer.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Classification
(Employee Signature)

Print Name

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Classification
(Supervisor Signature)

Print Name

Date

Classification
Reviewing Supervisor Signature

Print Name

Date