CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Facility Planning, Construction and Management Division	065-733-4108-016			1/H
DIVISION / UNIT	CLASSIFICATION TITLE			
	CONSTRUCTION SUPERVISOR II, (CORRECTIONAL FACILITY)			
	WORKING TITLE			
	CONSTRUCTION SUPERVISOR II, (CORRECTIONAL FACILITY)			
Construction Services Branch Correctional Construction Mentorship Program	TIME BASE / TENURE	CBID	WWG	COI
	Full Time/ Limited Term	S11	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
San Quentin Rehabilitation Center 100 Main Street, San Quentin, CA 94964				

CDCR'S MISSION, VISION and COMMITMENT

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

The Facility Planning, Construction and Management Division delivers services and provides oversight over all real estate functions required by the California Department of Corrections and Rehabilitation, including capital improvement planning and construction, architectural and engineering services, environmental reviews and regulatory compliance, property management and lease administration, and facility management oversight for repairs and maintenance at the Department's correctional facilities.

GENERAL STATEMENT

This position is within CDCR's Correctional Construction Mentorship Program (CCM) Program and, under the general supervision of a Construction Supervisor III, Correctional Facility, has responsibility for the coordination, supervision, management, direction,

inspection, documentation and completion of multiple construction building projects at one or more assigned CDCR Facilities, which may require travel more than 50% of the time. These multiple projects include major and minor capital outlay building construction, special repair and deferred maintenance construction. The Construction Supervisor II, CF also has responsibility of direct supervision of trades personnel and incarcerated individuals. This position coordinates resources between institutions, staff and projects, and addresses the more difficult problems associated with construction management and operations. Based on approved plans and specifications and in accordance with the California Code of Regulations, Construction Building Standards, general construction industry standards and sound judgment, project responsibilities include:

% 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.
35%	Perform construction project management activities including: material quantity take-offs, initiation / development of all material procurement requests and submit contract request documents for timely on-site deliveries. Coordinate the availability and timely delivery of all appropriate construction equipment (program and rental equipment) as needed, make decisions regarding the appropriate construction trades personnel needed for a project, contact the construction trade unions and initiate the hiring of trade personnel to include payroll and pay rate in accordance with the Department of Industrial Relations Director's General Prevailing Wage Determinations. Coordinate, interview and hire incarcerated individuals as needed. Coordinate and supervise sub-contractor and/or union craft trades completed work for timeliness, quantity, quality, codes and plan/specification compliance. Check quantity and quality of work and assist State staff, construction trade workers, and incarcerated individuals in all aspects of completing a construction project. Direct Supervision of trades personnel and incarcerated individuals at the Institution/Facility. Evaluate and take disciplinary action for subordinate State staff, trades personnel and incarcerated individuals Ensure all project activities are in compliance with Construction Safety Orders and Division of Occupational Safety and Health (aka Cal/OSHA).
30%	Establish and maintain project records including: Document construction project inspections for contracted and CCM program completed work; Coordinate the taking of tests/sampling as required. In addition, perform and record construction daily inspections. Schedule required inspections for American's with Disabilities Act (ADA), Inspector of Records (IOR), Deputy State Fire Marshal (DSFM) and required material testing. Complete daily project specific activity logs, diaries, job hazard analysis' (JHA's) and management reports as required. Update and maintain project specific as-built construction plans, specifications and approved contractor/vendor submittal documentation. Make field decisions regarding project specific design and material omissions; consult with design professionals regarding design intent and changes; develop Request for Information (RFI's) and Change Orders (CO's) with estimates/schedules as required. Incorporate RFI's, Design/Construction Bulletins and CO's into project files and the construction documents.
10%	Develop project estimates, project schedules, formulate an assessment of constructability, develop a project approach and coordinate with CDCR facility staff and operations. These activities may be based on work descriptions, narratives, construction plans, specifications and consultant documentation. Review plans and specifications for completeness and identifies constructability issues.
10%	Maintain records, track, and report on project activities against schedules. Establish, maintain, report, and manage project expenditures (Salaries and Wages, Guarding costs, material costs, rental costs, and contract costs). Generate various project balance reports using SAP for reconciliation purposes. Review and approve all contracts and rentals project invoices. Ensure material Stock Receive Report documentation is appropriately completed and filed. Coordinate stakeholder punch walks for project completion in accordance with design documents, program requirements, Fire Life Safety codes, and security.
10%	Planning, organizing, directing, and evaluating the work and performance of staff. This includes but is not limited to the following: Complying with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruiting, hiring, training, developing, and providing leadership to a diverse staff. Monitoring, evaluating, and creating written performance appraisals of staff. Counseling staff and initiating disciplinary actions as necessary. Identifying appropriate long-range plans and goals to address succession planning and knowledge transfer.

5%	Performing administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submitting administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reporting time, and submitting timesheets by the due date. Enforcement of all provisions of the Title 15/Director's Rules, Departmental Operations Manual, and Equal Employment Opportunity Commission laws to ensure compliance with staff, contractors, incarcerated individuals interactions; search and inspect as needed for contraband, weapons, and illegal substances. Establish and maintain daily tool control procedures in accordance with Institution requirements. Implement and conduct program training for staff and incarcerated individuals. Responsible for implementing orientation programs for familiarizing new employees with correctional policies and procedures that are unique to performing construction in the CDCR. KNOWLEDGE AND ABILITIES: Knowledge of: Materials, methods and processes used in the construction of wood, steel frame, masonry and concrete buildings; work of the various building and mechanical trades; various codes and safety orders applicable to building construction; defects of and grading rules for lumber; methods of proportioning concrete aggregates, designing concrete mixes and proper methods of mixing, placing and curing plain and reinforced concrete; mortar and grout mixes; methods of steel frame erection, reinforced concrete construction, forms and shoring; soils, soil compacting; structural engineering designs; mechanical systems and equipment including steam boilers, air conditioning systems and the installation of gas and steam lines; painting, plumbing, heating, ventilating and electrical work; State rules and regulations governing the purchase of construction materials; contract bidding; principles of effective supervision; principles and practices of administration, organization, budget and personnel management; the Department's Affirmative Action Program objectives; and the supervisor's role in the Affirmative Action Program and the process available to meet affirmative action objectives. Ability to: Read and interpret architectural plans and drawings; calculate material quantities; detect deviations from plans and specifications by inspection; operate a motor vehicle; supervise, plan, organize, direct and evaluate the work of others; prepare correspondence and write clear and comprehensive reports; establish and maintain cooperative relations with facility staff; relate to incarcerated individuals effectively contribute to the Department's affirmative action objectives. SPECIAL PERSONAL CHARACTERISTICS: Willingness to travel; leadership; tact; patience; understanding of the problems of incarcerated individuals in custody; and demonstrated interest in training programs for incarcerated individuals.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.
- This position requires a valid California Driver's License.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee: **EMPLOYEE'S STATEMENT:** • *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*		
EMPLOYEE'S NAME (Print)	**EMPLOYEE'S SIGNATURE**	**DATE**
SUPERVISOR'S STATEMENT: • *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION* • *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*		
SUPERVISOR'S NAME (Print)	**SUPERVISOR'S SIGNATURE**	**DATE**