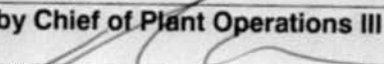


**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:
SUPERVISOR OF BUILDING TRADES**

Approved by Chief of Plant Operations III
Signature: 

Approval Date:

5/14/19

1. **MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:** Coordinate and supervise the repair, maintenance, and minor construction work of building and structures at a State institution or group of State buildings; may instruct, lead or supervise clients/patients; and do other related work.
 - 45% Departmental Responsibility. Schedules and coordinates the flow of materials with the assignments of the various trade groups so that order of work and job progress are properly maintained. Lies out, assigns, reviews work, supervises and coordinates the activities of shop supervisors in such fields as carpentry, masonry, painting, metal work, and locksmith, electrical, plumbing, 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, makes reports, and attends weekly meetings. Member of various hospital committees. Communicates and enforces hospital policies.
 - 25% Personnel Management and Supervision. Supervises the Carpenter Supervisor and Painter Supervisor. Reviews the performances of the Carpenter Supervisor and Painter Supervisor and recommends appropriate action, which may include commendation, adverse action, or other administrative responses. Supervises the ongoing safety training, safety inspections, accident prevention, and productive accident investigation; maintain a safe work environment. Inspects contract construction work for compliance with specifications. Effectively contributes to Department Equal Opportunity and non-discrimination objectives.
 - 15% Leadership/Quality Improvement. Leads Quality Improvement Meetings to address quality issues within the Building Trades. Leads/serves on "Corrective Action Teams" to address identified quality problems that impact or are impacted by functions of the Building Trades. Leads Building Trades staff in utilizing and understanding the principles and tools of Continuous Quality Improvement (CQI).
 - 15% Interpersonal Relationships. Maintains effective communication with staff and other hospital personnel. Maintains effective communication with vendors, contractors and outside agencies.

2. SUPERVISING RECEIVED:

Chief of Plant Operations I

3. SUPERVISION EXERCISED:

Locksmith I
Pest Control Technician
Supervising Groundskeeper II
Carpenter Supervisor
Painter Supervisor
Utility Shop Supervisor
Painter I (inside patient crew)
Maintenance Mechanic (inside patient crew)

4. KNOWLEDGE AND ABILITIES:

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 equal employment opportunity program and the processes available to meet equal employment opportunity objectives

ABILITY TO: 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; write contracts, know proper procurement measures, and effectively contribute to the department's equal employment opportunity objectives.

5. REQUIRED COMPETENCIES:

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.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

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.

CPR: Maintain current certification if applicable.

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.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

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.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES:

- Competencies related to managing the maintenance and repairs of the physical plant.
- Competencies related to planning and preparing Capital Outlay Budget Change Proposals.
- Competencies related to managing the computerized maintenance management system.
- Competencies related to supervising the human resources of Plant Operations.
- Competencies in procurement measures.

TECHNICIAN PROFICIENCY (SITE SPECIFIC):

- 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.

- Demonstrates the ability to administer corrective action and progressive discipline.

6. **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 Services.

7. **TRAINING:**

Training Category – 4 – Training Procedure No. 03-11.

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date