

Chief of Plant Operations I
Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K1	Rules, regulations and safety orders of the California Code of Regulations applicable to work site operations, trade specific tasks and the maintenance of buildings and grounds to ensure the safe and proper repair and construction of all buildings, structures, and equipment.
K3	The structure and content of the the State Administrative Code, Titles 8, 17, 19, 22, and 24 to ensure that facilities are operated, constructed and maintained in compliance as per California Occupational Health Administration, Industrial Relations, Public Health and Safety and California Building Codes, rules and regulations.
K4	The National Fire Protection Association 101 standards for all types of computing occupancies, with requirements for egress, features of fire protection, sprinkler systems, alarms, emergency lighting, smoke barriers, and special hazard protection to ensure building occupants are safely protected from fire.
K5	The Uniform Building Code to ensure that all applicable building codes, methods and materials in all facilities are in conformance with such standards.
K6	The State of California Administrative Manual of policies, procedures and requirements are reviewed for conformance and practiced by facility managers.
K7	All types of heating, ventilation, air conditioning, refrigeration electrical, plumbing, water, air and water filtration, sewage, energy, and other mechanical systems and equipment to ensure the correct selection, application and operation to maximize efficiency, safety and operational readiness.
K8	The operation and maintenance of boilers to provide adequate heating, hot water, laundry, food services and industrial processes to ensure the proper operation, maintenance that maximizes reliability and efficiency.

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K9	Materials, methods, procedures, equipment, hand and power tools used in the maintenance of buildings, grounds, and equipment that are required for the proper maintenance of all facilities used for events and Fair.
K11	Thermostatic temperature control systems used for process control and industrial applications to ensure correct operating temperatures of various equipment such as heating and cooling ventilation systems, air, water, and cogeneration.
K12	Principles of personnel management and supervision to ensure employees performance, motivation and discipline will contribute to the accomplishment of the organization's goals in all aspects of Plant Operations.
K13	Operation and maintenance of mechanical refrigeration and air-conditioning systems to ensure adequate climate control of buildings and food storage spaces.
K14	Department's Equal Employment Opportunity objectives to effectively direct staff and comply with the States commitment to provide equal access to employment and a discrimination free work environment.
K15	Role in the Equal Employment Opportunity Program and the processes available to meet these objectives as it relates to the supervision and management of Plant Operations.
K16	Federal, State, and county/city rules and regulations regarding the removal, storage, and disposal of hazardous waste and materials to ensure regulatory compliance.
K17	Applicable Federal, State, and county/city rules and regulations regarding underground storage tanks, air quality, water, and sewage standards. Removal of asbestos and mold to ensure regulatory compliance.
K18	Manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
K19	Preventative Maintenance Programs that provide for the systematic inspection, detection, and correction of problems of buildings, structures, and equipment before they occur or develop into major defects.

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K20	Capital Request and Replacement Process that provides for the addition or replacement of major equipment, materials or buildings that ensures long term use and growth of the facility.
K21	State purchasing methods and guidelines for solicitation of bids, proposals, or purchase orders for goods or services that ensure a fair and competitive process.
K22	The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar, to ensure that written materials prepared and reviewed complete, concise, and free of mechanical errors.
K23	The department and work unit's required format, style, and standards for written materials to ensure that materials prepared and reviewed are complete, accurate, and in conformance with such standards.
K24	Basic mathematics (multiplication, division, addition, and subtraction) and their application to perform calculations.
K25	Personal computer functioning, including both hardware (e.g. mouse and keyboard) and software (e.g. Word, Excel, Power Point and/or Internet applications), for creating documents, conducting research, and communicating.
K26	OSHA requirements for training on forklifts and other equipment.
K27	Prepare and determine time lines for working with annual and project budgets.
K28	Working of large and small event centers.
S1	Orally communicate in person and via telephone in a courteous, professional manner with a variety of individuals, taking the nature of the audience into account.

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S2	Effectively and appropriately deal with frustrated, angry, or otherwise emotional individuals over the telephone or in person.
S3	Make oral presentations to groups of individuals, taking into account the audience and nature of the information, to communicate information in a variety of settings (e.g. training, meetings).
S4	Read and comprehend reports, memos, manuals, and other job-related materials and documents.
S5	Communicate effectively in writing in a courteous, professional manner with a variety of individuals taking into consideration the needs of the audience.
S6	Use word processing software programs (e.g., Word, WordPerfect) to produce a variety of written documents.
S7	Use communication computer software programs to exchange information with a variety of individuals (e.g., GroupWise, Outlook).
S8	Organization skills to sort and arrange files and documents to facilitate the completion of projects.
S9	Manage one's own time in order to effectively complete assignments.
S10	Establish processes and controls to ensure timely and consistent completion of staff work and projects.
S11	Recognize and determine the need to shift priorities, staffing, and/or resources to maximize unit operations and/or address changes in assigned goals and objectives.
S12	Prioritize one's workload to meet established deadlines and ensure the most important tasks are completed.

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S13	Find alternative solutions to complex problems affecting work [unit operations].
S14	Analyze and evaluate problems and/or concerns related to work unit operations to determine potential impact of such issues and plan appropriate mitigation efforts to minimize impact on staff and workload.
S15	Adapt and adjust plans and schedules to meet changing priorities or work objectives, personnel, resources, and/or work load demands.
S16	Anticipate and meet the needs of customers and users of work unit products and services.
A1	Communicate both orally and in writing to provide clear and concise information/ideas to one, small or large groups of employees that are in support of the organization's goals.
A2	Direct the work of installing, operating, and maintaining heating, ventilation, air conditioning, refrigeration, electrical, water, gas, sewage, air compressors, cogeneration and/or other mechanical systems.
A3	Read, interpret, and work from plans, drawings, and specifications to provide project direction or information for the repairs of existing systems/facilities and to verify accuracy of documents for compliance with all applicable local, state and/or federal codes.
A4	Make cost estimates and time lines of building repairs, maintenance, and mechanical installations.
A5	Plan and execute a program of preventive maintenance for buildings, structures and mechanical equipment.
A6	Plan and direct the work of staff (e.g., supervisors, skilled craftsperson's and semiskilled workers, etc.) to provide coordinated maintenance services to the institution.

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A7	Keep accurate records for applicable compliance with regulatory agencies and Departmental requirements such as Dailey Mobile equipment inspection reports, building and grounds safety inspections, fire system inspections, etc.
A8	Prepare reports as required by local, state and federal agencies to ensure compliance with all applicable rules, laws and regulations (State Fleet Asset Management System (FAMS) reports, Waste Management reports, etc.)
A9	Prepare weekly interim reports for billing of equipment and staff, project progress reports for CEO, and/or monthly operations reports for CEO and Board of directors meeting.
A10	Think and act quickly to respond promptly to emergency situations and evaluate the most appropriate course of corrective action and proper safety procedures.
A11	Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
A12	Apply basic mathematical skills to perform calculations to prepare various documents (e.g., purchase requisitions/contracts, cost estimates for building repairs, maintenance, and mechanical installations, etc.).
A13	Implement and maintain the mechanical equipment to reduce maintenance costs and maximize the structure/equipment life cycle.
A14	Plan, organize, and direct the work of staff involved in event related duties and maintaining the infrastructure of the physical plant to preserve and promote operational efficiency and energy conservation to satisfy clients and guests.
PC1	Possess integrity: Refrains from unethical or immoral behavior in all dealings; displays a high standard of ethical conduct and is trustworthy.

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PC2	Honest: Refrains from making knowingly false statements or being deceptive or fraudulent.
PC3	Sound judgment: Makes timely decisions after careful and deliberate reasoning and in recognition of the relevant circumstances and impact of the decision.
PC4	Strong work ethic: Works hard to complete tasks and is dedicated to doing their best; values this characteristic in them self.
PC5	Emotionally stable: Possesses an even temperament and is not given to rash reactions.
PC6	Conscientious: Completes work in a detail-oriented, meticulous fashion; dedicated to completing work thoroughly and values this characteristic in them self.
PC7	Persistent: Perseveres in the completion of tasks, even in the face of obstacles or setbacks; refuses to give up unless it would be logical to do so.
PC8	Reliable: Consistently willing to accept and complete tasks, even difficult or disagreeable ones; responsible and dependable.
PC9	Work long and unusual hours.
PC 10	Work with the public and large crowds.