HARBOR CONSTRUCTION AND MAINTENANCE SUPERINTENDENT, 3123

Summary of Duties: Directs, or assists in directing, the construction and maintenance activities of the Harbor Department; and does related work.

Distinguishing Features: An employee of this class directs, through first- and second-level supervisors, the construction and repair of harbor facilities including wharf and pile repair, equipment repair, and the maintenance of Harbor Department buildings, grounds, and streets. The majority of the work involves repair and maintenance activities.

An employee of this class is concerned with planning, scheduling, and directing construction and maintenance work and directing work in the field. Assignments are normally received in terms of the results desired and the review of the employee's work is primarily through the accomplishment of objectives.

The work of an employee of this class differs from that of other construction and maintenance classes in that it is concerned with the construction, maintenance, and repair of marine terminal facilities, subaqueous structures, and floating equipment.

Examples of Duties: Organizes, schedules, and directs, through subordinate supervisors, the work of a large group of craft personnel, equipment operators, and helpers engaged in the construction, maintenance, preventive maintenance, and repair of harbor and marine facilities, equipment, and structures, including wharves, pilings, container cranes, bridges, docks, warehouses, office and shop buildings, pipelines, tanks, pumping plants, storm drains, and streets; supervises the maintenance, repair, and operation of tugs, small boats, floating construction equipment, and other transportation and construction equipment; directs street and grounds maintenance;

Analyzes plans and specifications to determine personnel and material requirements and to schedule work; interprets plans and discusses unusual phases of work with supervisors in direct charge of the work; inspects work in progress; reviews and originates requests for personnel, and requisitions for materials, supplies, and equipment; reviews progress and cost reports for conformance to estimates; prepares specifications for construction and maintenance equipment and facilities; makes investigations of damage to harbor facilities and prepares reports, recommendations, and cost estimates; may inspect contract work in progress and upon completion for conformance to plans and specifications;

Prepares schedules for preventive maintenance of equipment; investigates special problems pertaining to the construction and maintenance of Harbor Department facilities; makes studies of Harbor Department construction and maintenance procedures; makes
recommendations regarding management and fiscal control procedures, methods, and systems; interviews prospective new employees; resolves disciplinary and other personnel problems; consults with contractors, engineers, and lessees of Department facilities; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of practices, processes, and materials used in general and marine construction and maintenance work; a good knowledge of crafts and trades employed in construction and maintenance work; a good knowledge of construction equipment and machinery; a good knowledge of estimating, scheduling and completing marine building and construction work; a good knowledge of the proper practices and procedures for worker's safety including pertinent National, State, and City laws and regulations; a good knowledge of supervisory principles and practices; a working knowledge of laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to plan, coordinate, and inspect construction and maintenance work in a large harbor or marine terminal facility; the ability to make investigations of administrative and procedural problems and to prepare reports and recommendations; and the ability to deal tactfully and effectively with employees and the public.

Three years of experience as a Construction and Maintenance Supervisor or in a class which is at least at that level as a second-level full-time line supervisor of journey-level craft workers in general construction work; or five years as a first-level full-time line craft supervisor of journey-level workers in general construction work in the Harbor Department is required.

License: A valid California driver's license is required.

APPOINTMENT to a position in this class is subject to a one-year probationary period as provided by Section 109 of the City Charter.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; mobility and agility as required to observe and supervise construction and maintenance activities in the field.

Persons with physical handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.