

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**02-27-03****GENERAL SERVICES MANAGER, 9601**

Summary of Duties: Serves as a Business Unit Director or Assistant Director, either in the Integrated Support Services Business Unit or Water Distribution Business Unit of the Department of Water and Power, overseeing the activities of construction, engineering, technical, clerical, and administrative employees engaged in the design, construction, maintenance, repair, and operation of Power System or Water System infrastructure; applies sound supervisory principles and techniques in building and maintaining an effective work force; and does related work.

Distinguishing Features: A General Services Manager has major responsibilities for the management and operation of the Integrated Support Services Business Unit or Water Distribution Business Unit of the Department of Water and Power. Subject to Departmental policy and executive direction, an employee in this class has responsibility for the work of the Business Unit, including maintenance and repair of plant equipment; operation of mechanical and electrical shops; operation, maintenance and repair of transportation and construction equipment; maintenance of Business Unit stores and purchasing activities; landscaping and building maintenance; and Business Unit engineering services. The General Services Manager exercises extensive independent judgment in dealing with complex problems resulting from the wide variety of services, which must be furnished to prevent costly delays or equipment failures in the Water or Power Systems. Technical assistance is available from Departmental engineers when required. Assignments are usually self-generated, received in general terms, or are developed in conferences with Department executives.

Incumbents in the class of General Services Manager, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including the application of discipline, training, processing and resolution of grievances, evaluation of performance, administration of Memoranda of Understanding, expenditure review and budget development.

Examples of Duties: A General Services Manager:

- Plans, assigns, directs, organizes, and reviews through subordinate supervisors, the activities of the Integrated Support Services Business Unit or Water Distribution Business Unit including the design, construction, operation, repair, and maintenance of major power and water facilities, including generating plants, receiving and distribution stations, trunklines, water mains, regulator stations, pumping stations, dams, earthworks, reservoirs, wells, and other Department of Water and Power facilities;
- Directs through subordinate supervisors, the work of employees engaged in the following Department-wide functions: central repair and fabrication, engineering services, facilities maintenance, fleet maintenance, general construction, and business services;
- Directs the maintenance and repair of automobile, truck, and construction equipment fleets;

- Directs the operation and maintenance of shop facilities, including battery, automotive, machine, and metal fabrications, and general office facilities;
- Directs Business Unit engineering activities as they relate to the purchase, inspection, modification, maintenance, and repair of the Water and Power System's electrical, mechanical, automotive, and construction equipment;
- Directs the development, review, implementation, and maintenance of Business Unit policies, procedures, work programs, training, and safety programs;
- Directs the planning and supervision of Business Unit activities, including expenditure and personnel programs, development and modification of Business Unit policies and procedures, and the formulation and execution of efficiency and cost reduction studies pertaining to Business Unit operations;
- Prepares strategies and goals for the Business Unit in coordination with other Business Units and within the context of Department objectives;
- Works with management and executives from labor organizations, City Departments, and government agencies on projects, personnel, operating, safety, confidential and highly sensitive issues;
- Confers with and conducts meetings with subordinates regarding personnel, supply and purchasing requirements, expenditures, priorities, major facility overhauls, and related matters to formulate and apply policies, procedures, methods, and plans;
- Participates in meetings and serves on committees regarding organizations, personnel, facilities utilization, work programs, purchases, contracts, surplus and salvage material disposition, and other managerial problems of the Business Unit;
- Directs Business Unit accounting, cost control, budgeting, personnel, clerical and related functions;
- Directs the preparation of the Business Unit budget, formulates staffing levels, and reviews and authorizes budgetary requests submitted by subordinate supervisors;
- Directs through subordinate supervisors, the preparation of complex statistical and narrative studies and analyses of problems;
- Represents the Business Unit before private, public, and other governmental agencies;
- Enforces all Department safety policies and Federal, State, and Local regulations;
- Applies sound supervisory principles and techniques in building and maintaining an effective workforce; and

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

Knowledge of:

- Procedures, problems, and terminology related to administering the activities of a large Business Unit engaged in major Power and Water System facility maintenance and repair, operation of mechanical and electrical shops, and related engineering activities;
- Organization of the Department of Water and Power and the functions and interrelationships of its business units;
- Charter provisions, rules, policies, and practices affecting the operation of the Department of Water and Power;
- A variety of techniques available to maximize the utilization of human resources to benefit the City and the individual;

- The maintenance and repair requirements of power and water construction and transportation equipment;
- Methods and procedures used to examine, verify, and analyze financial records, statements, and reports;
- The laws and regulations related to equal employment opportunity;
- Personnel management, supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- Intra-agency relations, memoranda of understanding (MOU) as they apply to employee relations and collective bargaining; and
- City personnel rules, policies and procedures.

Ability to:

- Plan and direct work programs;
- Organize procedures for normal and emergency operations;
- Exercise executive direction over many classes of employees, and coordinate and direct the many activities carried on in a large water and power utility;
- Coordinate the work of a Business Unit with the overall programs of the Department of Water and Power;
- Evaluate alternative proposals in relation to soundness of engineering features, economic feasibility, and long-range planning;
- Handle negotiations with the general public, contractors, and representatives of other governmental units and public utilities; and
- Prepare or supervise the preparation of adequate reports, cost control procedures, and accurate records.

Minimum Requirements:

Two years of full-time paid experience as a Water Utility Superintendent, Construction and Maintenance Superintendent, Shops Superintendent, or Fleet Services Manager or in a class at least at that level managing staff engaged in the construction, operations, maintenance, or repair of buildings, plants, facilities, fleet equipment, water system infrastructure or major generating station equipment.

Appointment to a position in this class is subject to a one-year probationary period as provided in Section 1011 of the City Charter.

License: A valid California driver's license may be required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

Physical Requirements: Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

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 all the duties, responsibilities and required qualifications of any position shall be.