

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

08/10/06 CONSTRUCTION AND MAINTENANCE SUPERINTENDENT, 3129

Summary of Duties: Directs a large construction and maintenance program; takes charge of a large construction project or a major portion of a very large project; and does related work.

Distinguishing Features: A Construction and Maintenance Superintendent works under general direction, receiving assignments in the form of specifications and plans or instructions to follow established policy. The general scope and purpose of assignments and the method of approach, as well as very unusual features and problems of the work, are discussed with a supervisor, normally a superintendent or senior engineer. Assignments vary considerably, but all have certain common factors, including the supervision of a large group of employees, the use of earth, steel, concrete, and construction materials, the use of a wide variety of shop and field equipment, and the direction of work through first, second and third level supervisors, including lower paygrades within the class. An employee of this class determines personnel, material, and equipment requirements and is responsible for their effective use.

Example of Duties:

- Oversees the planning, estimating, and scheduling of multiple projects;
- Analyzes projects specifications;
- Plans, organizes, and directs through subordinate supervisors the work of a large number of field and shop employees involved in construction, fabrication, mechanical, and maintenance work activities;
- Requisitions material, equipment, and personnel;
- Follows up material and equipment deliveries;
- Reviews progress of work by use of progress and cost reports and inspections to ensure productivity and quality control of projects and processes;
- Ensures that safe practices are used and enforced;
- Devises methods for handling unusual construction problems and adapting equipment and machinery to specific problems;
- Checks and signs offices documents pertaining to work;
- Orders normal maintenance and recommends unusual maintenance work;
- May inspect facilities to determine need for repairs;
- May assist in preparing plans and specifications;
- Supervises the use and care of equipment such as tractors, graders, end loaders, pile drivers, carryalls, power shovels, and cranes in connection with the repair, maintenance, and construction of facilities such as retaining walls, concrete and steel tanks, dams, pumping stations, reservoirs, pipe lines, transmission lines, steam and hydroelectric generating plants, buildings, and park and playground structures;
- Make reports and recommendations concerning existing and proposed projects;

- Develops and implements policies and procedures;
- Maintains and effective workforce through selection, training, and evaluation of personnel.
- Fulfills supervisory responsibilities as set forth in the City's Equal Employment Opportunity (EEO) and ensures EEO policies are adhered to my all employees
- May direct work activities that require the use of explosives
- Participates in the Joint Labor Management process; and
- May be occasionally assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good knowledge of:

- Practices, processes, and materials used in general building, mechanical and construction work;
- Crafts and trades employed in general construction, fabrication, and mechanical-type work;
- The use and operation of construction equipment and machinery;
- Proper practices and procedures for workers' safety, including pertinent State and City laws and regulations;
- Memoranda of Understanding as they apply to subordinate personnel;
- First aid; and
- City personnel rules, policies and procedures.

A working knowledge:

- Laws and regulations related to equal employment opportunity and affirmative action; and
- Supervisory and administrative practices and procedures.

Ability to:

- Schedule and direct the work of craft supervisors and evaluate methods and costs proposed by them;
- Interpret and analyze plans and specifications and to determine personnel, equipment, and material requirements;
- Plan, coordinate, direct, and inspect the work of a large group of employees through subordinate supervisors;
- Take effective action in emergencies;
- Deal with administrative matters arising in connection with large scale construction projects;
- Prepare progress reports, cost estimates, and special reports and analyze costs and make recommendations; and
- Deal tactfully and effectively with employees, unions, representatives of other governmental units, and the public.

Requirements: Three years as a Construction and Maintenance Supervisor or in a class which is at that level and which provides experience as a second level lone supervisor of journey level workers in general construction, mechanical, or maintenance work is required.

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

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

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

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 reasonably accommodate the limitations.

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