

Summary of Duties: Directs the operation, custodial care, maintenance, repair, and alteration of office buildings and appurtenant equipment of the Department of Water and Power; and does related work.

Distinguishing Features: As head of the Building Operation and Maintenance Division, the Building Maintenance Superintendent, working through subordinate supervisors, has complete responsibility for all activities involved in the operation, maintenance, repair, and alteration of a number of general office buildings in the downtown Los Angeles area. His duties as permanent chairman of the Space Allocation Committee require careful planning to correlate the expressed needs and organizational relationships of divisions with the available space. When extensive alterations are required, an employee of this class assists in or directs the preparation of plans, advises on practical design problems, and schedules, directs, and coordinates the alterations and moving required.

Examples of Duties: Plans, schedules, and directs the maintenance, alteration, repair, and alteration of general office buildings and appurtenant equipment and fixtures, including heating and air conditioning systems, electrical and mechanical equipment, plumbing, elevators, and office machinery and furniture; directs the installation and maintenance of safety devices and controls, such as fire and burglar alarms, fire doors, automatic sprinkler systems, and fire fighting equipment; plans, organizes, and directs the operation of building facilities, including elevator service; coordinates and directs custodial and security activities for building cleaning, guarding, and control of access to buildings; supervises the storage and upkeep in storage of furniture, office machinery, and similar equipment; supervises, subject to authorization limits, the purchase of supplies and equipment, including fuel oil, heating gas, ammonia, cleaning supplies, uniforms, office machinery, and mechanical appliances;

Estimates labor, materials, and equipment required for repair and alteration projects; directs the preparation of authorizations for expenditures; supervises the preparation and maintenance of records of inventories of supplies, materials, and equipment, actual and budgeted expenditures by designated accounts, purchase requisitions, specifications, and contracts; serves as chairman of the committee for allocation of floor space in general office buildings; interviews, hires, and recommends termination of employees; and prepares special and regular reports for management

on matters pertaining to the general office requirements of the Department, including economic studies, major equipment and improvement studies, site locations, and leasing of buildings.

Qualifications: A thorough knowledge of the methods, materials, equipment, practices, and standards used in the operation, custodial care, maintenance, repair, and alteration of large office buildings and their appurtenant equipment, together with the ability to adapt them for use in particular buildings; a good knowledge of the operation and maintenance requirements of heating, plumbing, air-conditioning and refrigeration systems, building elevators, and other appurtenances commonly found in large buildings; a good knowledge of architectural, electrical, industrial, and mechanical engineering as required in planning and supervising the operation, maintenance, and repair of large office buildings; a good knowledge of the installation and operation of fire prevention and safety devices; a working knowledge of City ordinances and codes applicable to the maintenance, repair and alteration of buildings and equipment; a working knowledge of the fiscal, accounting, and personnel procedures and policies of the Department of Water and Power; a general knowledge of Civil Service Commission Rules; the ability to determine the need for maintenance and repair work; the ability to organize and direct the work of a large staff of employees of a variety of occupations to maintain continuous and efficient building and equipment operation; the ability to read and interpret building and equipment plans and to direct the performance of work in conformance with such plans; the ability to prepare specifications and cost estimates for major repair and alteration projects; the ability to direct the keeping of work, cost, and other records; the ability to prepare comprehensive reports and make sound recommendations concerning building operation and maintenance; and the ability to coordinate the work of the Division with the requirements of other units of the Department of Water and Power.

Graduation from a school of engineering or architecture in a recognized four-year college or university and six years of experience in the design, construction, or operation, maintenance, and repair of large office or commercial buildings two years of which was at an administrative level, are desired. However, experience of the specified type may be substituted on a year for year basis for the desired education.

Persons with handicaps may be capable of performing the duties of the position 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.