

Summary of Duties : A Convention Center Building Superintendent plans, directs and coordinates, personally and through subordinate supervisors, all building craft personnel engaged in building maintenance; High Volume Air Conditioning (HVAC) plant operation; revenue producing event services such as electrical, plumbing, and compressed air; temporary building modifications; equipment and vehicle maintenance; interior/exterior landscaping, maintenance, and custodial services for the Los Angeles Convention and Exhibition Center; applies supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features : A Convention Center Building Superintendent is responsible for the maintenance and operation of the physical plant and all equipment at the Los Angeles Convention and Exhibition Center on a 24-hour day, seven-day week basis. A Convention Center Building Superintendent has broad responsibility for the development and implementation of preventive maintenance, operational and new construction programs for the Convention Center. An employee of this class has considerable public relations responsibility in meeting with exhibition managers, explaining the technical capabilities of the Center building and equipment, and insuring that all exhibitions meet structural and safety standards.

Incumbents in the class of Convention Center Building Superintendent, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Examples of Duties : A Convention Center Building Superintendent personally and through subordinate supervisors plans, directs, coordinates, and inspects the work of crews engaged in major or routine maintenance and repair of Convention Center buildings, grounds and related equipment including electric, heating, air-conditioning and ventilating, plumbing, water filtration and escalator equipment; develops comprehensive preventive maintenance and operational programs; develops policies and procedures for craft, operational and custodial building maintenance activities; inspects building and equipment for compliance to safety code and Center maintenance standards; investigates building service complaints and requests from other organizational units and from exhibitors; determines extent of services needed and prepares job orders and sketches as necessary; coordinates the work of subordinates with outside construction and maintenance employees performing exhibitor contracted services; assists in the planning and design of major facility additions or modifications; directs and supervises the operation of revenue producing exhibit services such as sound system, electrical, plumbing, and equipment rental; negotiates services and equipment rental charges with clients; consults with show management, moving/transport

companies and service contractors regarding facility capabilities, code and safety compliance, and move-in/out operations; provides technical assistance to clients in producing exhibits; confers with convention and exhibition managers to determine the structural characteristics and feasibility of proposed exhibits, and to advise them of modifications necessary to conform to Center structural standards and location of utility outlets and special equipment; calculates floor loads and stresses of proposed exhibits based on exhibitors' specifications and measurements and advises modification if necessary to insure conformance with load and stress capabilities of the building; inspects work of exhibitors' construction employees to insure conformance to structural, load, and general safety standards; serves as Department liaison to various Federal, State and City agencies in matters regarding capital expenditures, energy conservation, and facility additions and modifications; prepares and justifies budget request for the Maintenance Division; establishes rate structure for revenue producing services; represents management in M.O.U. negotiations and assists in resolution of employee/management disputes; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of preventive building maintenance programs; a good knowledge of procedures and materials employed in building maintenance, repair and custodial care; a good knowledge of the operation and maintenance requirements of heating, plumbing, electrical, high volume air conditioning and refrigeration systems; a good knowledge of City laws and regulations applicable to building operation, maintenance and repair; a good knowledge of supervisory principles and practices including planning, delegating, and controlling the work of subordinates; a good knowledge of techniques of training, instructing and evaluation of subordinate work performance; a good knowledge of techniques for counseling, disciplining, and motivating subordinate personnel; a good knowledge of the procedures for grievance handling; a good knowledge of supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program; a good knowledge of effective safety principles and practices; a working knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies and procedures.

The ability to determine the necessity of building repairs and alteration; the ability to plan and direct building maintenance and repair for maximum cost effectiveness and efficiency; the ability to read and interpret building and equipment plans and specifications; the ability to compute loads and stresses on floor surfaces; the ability to estimate preliminary costs of building alterations and

repairs; the ability to prepare and maintain work, cost and other records and reports; the ability to coordinate and direct the work of large groups of employees through subordinate supervisors; the ability to deal effectively with employees, exhibitors, and City officials; the ability to establish and maintain a work environment to enhance both employee morale and productivity; the ability to apply supervisory principles and techniques; the ability to fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Two years of full-time paid experience as a full supervisor of journey level workers engaged in building operation, maintenance, construction or repair is required for Convention Center Building Superintendent.

License: A valid California driver's license and good driving record may be required.

Physical Requirements: Strength to perform average lifting of less than five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the major duties of this class. Such determinations must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's 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 the duties and responsibilities of any position shall be.